

**FILLMORE COUNTY  
BOARD OF COMMISSIONERS  
MEETING AGENDA  
March 2, 2021**

Fillmore County Courthouse, 101 Fillmore Street – Preston, MN

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Mitch Lentz – First District

Larry Hindt – Third District

Randy Dahl – Second District

Duane Bakke – Fourth District

Marc Prestby – Fifth District

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**The Fillmore County Board continues to have in-person / virtual meetings so that the public can  
participate in the meeting by phone if they choose.**

**To participate by phone: Dial Toll Free 1-844-621-3956 or US Toll 1-415-655-0001 and then enter the  
Access Code: 187 759 2535**

9:00 a.m.     Pledge of Allegiance  
                  Approve agenda

                  Approve Consent Agenda:

1. February 23, 2021 County Board minutes

                  Approve Commissioners' Warrants

                  Review Finance Warrants

9:05 a.m.     Lori Affeldt, Finance  
                  1. Consider request to approve the 2019 Audited Financial Statements from Clifton Larson  
                             Allen, LLP

9:10 a.m.     Drew Hatzenbihler, Sanitation  
                  1. Consider approval of the 2021 Hauler's Licenses

9:20 a.m.     Ron Gregg, Highway  
                  1. Consider request to approve the purchase of a new 2021 Polaris Ranger with trade-in  
                  2. Consider request to approve the final payment resolution for the CSAH 1 Concrete  
                             Overlay Project SP 023-601-033

9:30 a.m.     Citizens Input

9:35 a.m.     Cristal Adkins, Zoning  
                  1. Consider resolution for Conditional Use Permit application for a Campground by  
                             Timothy Lawstuen, Fountain Township  
                  2. Consider resolution for a Conditional Use Permit application for a Farm Winery by  
                             Kevin & Bryan Logue, Fountain Township  
                  3. Consider resolution for a Conditional Use Permit application for an Ag Tourism Business  
                             by Justin & Pamela Brown, Arendahl Township

9:40 a.m.     Kristina Kohn, Human Resources  
                  1. Request to hire Accounting Technician in the Administration Department effective 3/8/21  
                             as requested by the Administrator and recommended by the Hiring Committee

# FILLMORE COUNTY BOARD OF COMMISSIONERS

March 2, 2021 Meeting Agenda

Page 2

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2. Request to hire replacement Accounting Technician in the Administration Department effective 4/5/21 as requested by the Administrator and recommended by the Hiring Committee
3. Request to hire replacement Transfer Station Attendant in Sanitation effective 3/17/21 as requested by the Solid Waste Administrator and recommended by the Hiring Committee
4. Request to hire replacement Facilities Maintenance Worker in Building Maintenance effective 3/17/21 as requested by the Building Maintenance Supervisor and recommended by the Hiring Committee
5. Request for reaffirmation with no recommended changes to Family and Medical Leave policy
6. First reading of draft changes to Holidays policy

9:45 a.m. Bobbie Hillery, Administrator

1. Discussion with possible action regarding Business Grants
2. Discussion with possible action regarding Emergency Declaration Continuation

Calendar review, Committee Reports and Announcements

## Meetings: (Conference Room 102U, Fillmore County Courthouse unless otherwise indicated)

|                     |            |                                                   |                |
|---------------------|------------|---------------------------------------------------|----------------|
| Monday, March 8     | 6:00 p.m.  | Developmental Achievement Center, DAC Building    | Lentz          |
|                     | 6:30 p.m.  | Semcac, St Charles                                | Dahl           |
| Tuesday, March 9    | 7:30 a.m.  | Safety/Emergency Management                       | Prestby, Hindt |
|                     | 9:00 a.m.  | County Board, Special Meeting                     | All            |
| Wednesday, March 10 | 12:00 noon | DFO Joint Powers, Rochester                       | Bakke, Prestby |
| Monday, March 15    | 6:00 p.m.  | Jails Needs Assessment Committee                  | Lentz          |
| Tuesday, March 16   | 8:00 a.m.  | Law Enforcement Committee                         | Lentz, Prestby |
|                     | 9:00 a.m.  | Technology/Land Records/GIS                       | Lentz, Prestby |
| Thursday, March 18  | 10:00 a.m. | Historical Society, Fountain                      | Bakke          |
|                     | 4:30 p.m.  | Soil & Water Conservation District, SWCD Building | Bakke          |
|                     | 7:00 p.m.  | Planning Commission                               | Bakke          |

## COMMITTEE OPENINGS:

|                                               |                         |
|-----------------------------------------------|-------------------------|
| Community Corrections Task Force – District 2 | meets quarterly at noon |
| Community Corrections Task Force – District 1 |                         |
| Community Corrections Task Force – At Large   |                         |
| Extension – District 2                        |                         |
| Extension – District 5                        |                         |

This is a preliminary draft of the February 23, 2021, minutes as interpreted by the Clerk of the Board for use in preparing the official minutes. It is expected that there will be corrections, additions, and/or omissions before the final minutes are reviewed and officially approved by the County Board.

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The Board of County Commissioners of Fillmore County, Minnesota met in regular session this 23<sup>rd</sup> day of February, 2021, at 9:00 a.m. in the Commissioners' Board Room, Fillmore County Courthouse, in the City of Preston.

The following commissioners were present via WebEx: Marc Prestby, Larry Hindt, Randy Dahl, Mitch Lentz and Duane Bakke.

Also present via WebEx: Bobbie Hillery, Administrator/Clerk; Ron Gregg, Highway; Kristina Kohn, Human Resources; Kristine Oman, Accounting Technician; Lori Affeldt, Finance; Sarah Mensink, Finance; Cristal Adkins, Zoning; John DeGeorge, Sheriff; Kevin Olson, Social Services; Ron Gregg, Highway; Chris Hahn, EDA; Laura Buechner, Clifton Larson Allen, LLP; Craig Popenhagen, Clifton Allen Larson, LLP.; Jason Twaddle, Marco; Shelly Caldwell, Marco; Karen Reisner, Fillmore County Journal; Gretchen Mensink-Lovejoy; and Bonita Underbakke.

The Pledge of Allegiance was recited.

On motion by Lentz and seconded by Prestby, the agenda was unanimously approved.

On motion by Bakke and seconded by Hindt, the Board unanimously approved the following Consent Agenda:

1. February 9, 2021 County Board minutes
2. Successful completion of probation for Aimee Rodger, RN, effective 2/18/21 as recommended by the Director of Nursing
3. Successful completion of probation for Shannon Smidt, Account Tech, effective 3/11/21 as recommended by the Finance Director
4. Successful completion of probation for Christy Smith, Account Tech, effective 3/2/21 as recommended by the Finance Director

On motion by Bakke and seconded by Prestby, the Board unanimously approved the Commissioners' Warrants with the amended list which changes the Public Health (department code 446) payment to Houston County from the SHIP \$754.88 payment listed to a WIC payment of \$36,934.00.

The Finance Department warrants were reviewed.

Laura Buechner and Craig Popenhagen, Clifton Larson Allen, LLP.

Ms. Buechner and Mr. Popenhagen gave a review of the 2019 Audit. They noted that the County had a clean audit and that the creation of the Finance Department in 2019 has already shown an improvement in the audit.

Cristal Adkins, Zoning was present.

On motion by Bakke and seconded by Lentz, the Board unanimously approved the access permit for a new driveway for Fillinona Solar, LLC/Mary Finseth, section 15, of Fountain Township.

Commissioner Bakke provided a brief overview of the Planning Commissioner meeting, noting three conditional use permits were before the commission.

John DeGeorge, Sheriff was present.

On motion by Prestby and seconded by Hindt, the Board unanimously approved the purchase of Mobile Field Force Tactical Response Gear for three deputies at a total cost of \$2,655.

Sheriff DeGeorge provided the Board with an update on the Jail Needs Committee. The Committee is in the process of pulling together all the data collected to date. Community Outreach presentations are scheduled to begin in March 2021 with information to be shared with Fillmore County citizens regarding the four different options being considered.

The Citizen's Input portion of the meeting opened and closed at 9:50 a.m. as no one was present to speak.

Kevin Olson, Social Services was present.

On motion by Hindt and seconded by Lentz, the Board unanimously approved the 2020/2021 Transportation Contract between Semcac and Fillmore County Social Services.

Ron Gregg, Highway was present.

On motion by Prestby and seconded by Bakke, the Board unanimously awarded the Surface Reconditioning Projects on CSAH 18, 25 and 23 to the lowest bidder, Rochester Sand and Gravel, at a total cost of \$1,788,442.47.

On motion by Bakke and seconded by Hindt, the following resolution was adopted unanimously:  
**RESOLUTION 2021-013:** Sponsorship from Bristol Township for Local Road Improvement Program (LRIP) funds for safety improvements on the intersection of CSAH 15 and 120<sup>th</sup> Street.

On motion by Prestby and seconded by Bakke, the Board unanimously awarded the 2021 fuel contract to Hovey Oil Company as follows per shop:

Peterson \$880; Chatfield \$812; Spring Valley \$676; Cherry Grove \$760; Canton \$1,625; Preston \$9,400

Highway Committee meeting overview was provided by Commissioner Bakke. He noted that almost all projects have been let to bid and the committee discussed equipment and policies.

Kristina Kohn, Human Resources was present.

Human Resources Officer Kohn presented the second reading of the draft changes to the Scope, Adoption and Administration policy.

On motion by Lentz and seconded by Hindt, the Board unanimously approved the changes to the Scope, Adoption and Administration policy.

Human Resources Officer Kohn presented the second reading of the draft changes to Definitions policy.

On motion by Hindt and seconded by Bakke, the Board unanimously approved the changes to the Definitions policy.

On motion by Hindt and seconded by Lentz, the Board unanimously approved changing Breanna Johnson from 4-year RN to PHN effective March 5, 2021.

On motion by Bakke and seconded by Hindt, the Board unanimously approved the retirement of James

Hamann, Maintenance Shop Foreman, effective May 6, 2021. The Board thanked him for his 7 years of service.

On motion by Bakke and seconded by Lentz, the Board unanimously approved to hire Andrew Hillery as Property Appraiser effective March 29, 2021 at Grade 9/Step 1 at \$23.50/hour as requested by the County Assessor and recommended by the Hiring Committee.

On motion by Hindt and seconded by Bakke, the Board unanimously approved the transfer of Kristine Oman, Account Tech in Administration, to Child Support Enforcement Aide in Social Services effective March 5, 2021 with pay rate unchanged at Grade 7/Step 1.

On motion by Bakke and seconded by Lentz, the Board unanimously approved the request to hire a second Accounting Technician in the Administrator's Office from the current posting.

On motion by Lentz and seconded by Prestby, the Board unanimously approved the request to hire Julie Loven as intermittent Roster Nurse at Grade 11/Step 1 at \$25.88/hour effective February 24, 2021.

Bobbie Hillery, Administrator was present.

Administrator Hillery provided an update regarding the technology projects to date.

An overview of upcoming projects was provided to the Board.

On motion by Bakke and seconded by Lentz, the Board unanimously approved the data project quote in the amount of \$231,588.32 as recommended by the Technology/Land Records/GIS committee.

Hillery noted that she would come back to the Board with an updated County Office Building security bid, noting that after a walk through additional badge readers and one additional camera would be needed.

On motion by Bakke and seconded by Lentz, the Board unanimously approved the policy and procedure implementation quote in the amount of 4,600.00 as recommended by the Technology/Land Records/GIS Committee.

On motion by Bakke and seconded by Hintz, the Board unanimously approved Veterans Service Office grant quote for computers with the addition of another unit, in the amount of \$5,511.12, as recommended by the Technology/Land Records/GIS committee.

On motion by Bakke and seconded by Hintz, the Board unanimously approved the mobile device quote and correlating credit associated; cost associated is 6,362.14, but will be completely credited for an actual cost of \$0, as recommended by the Technology/Land Records/GIS committee.

On motion by Prestby and seconded by Bakke, the Board unanimously approved the 2021 SEMCAC Appropriation at a final amount of \$6,000 based on prior year allocations.

On motion by Bakke and seconded by Lentz, the Board unanimously approved supporting Eagle Bluff for the Streambank Restoration project and signature of the letter provided by County Administrator.

A review of the calendar was done with the following committee reports and announcements given:

Bakke: Planning & Zoning, Highway, SWCD, SE Mental Health Crisis Center, Root River Watershed, Environment (AMC)

Lentz: Emergency Medical Services Joint Powers Board, Technology/GIS, Public Safety (AMC)

Hindt: General Policy (AMC)

Hillery: Health & Human Services (AMC)

On motion by Hindt and seconded by Bakke, the Chair adjourned the meeting at 11:16 a.m.

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2/25/21 10:52AM  
1 County Revenue Fund

# \*\*\* Fillmore County \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

| Vendor | Name                                   | Rpt  |        | Warrant Description            | Invoice #     | Account/Formula Descripti     | 1099 |
|--------|----------------------------------------|------|--------|--------------------------------|---------------|-------------------------------|------|
| No.    | Account/Formula                        | Accr | Amount | Service Dates                  | Paid On Bhf # | On Behalf of Name             |      |
| 91     | DEPT                                   |      |        | County Attorney                |               |                               |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      | 9.83   | One Typewriter Ink Ribbon      | 1804219       | Other Office Supplies         | N    |
|        | 01-091-000-0000-6408                   |      |        | 02/19/2021 02/19/2021          |               |                               |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      | 9.83   | 1 Transactions                 |               |                               |      |
| 91     | DEPT Total:                            |      | 9.83   | County Attorney                | 1 Vendors     | 1 Transactions                |      |
| 103    | DEPT                                   |      |        | Assessor                       |               |                               |      |
| 1191   | Hoff/Brian                             |      | 56.00  | Reassessments-Wykoff, SpValley |               | Employee Automobile Allowance | N    |
|        | 01-103-000-0000-6335                   |      |        | 01/07/2021 01/08/2021          |               |                               |      |
| 1191   | Hoff/Brian                             |      | 56.00  | 1 Transactions                 |               |                               |      |
| 103    | DEPT Total:                            |      | 56.00  | Assessor                       | 1 Vendors     | 1 Transactions                |      |
| 104    | DEPT                                   |      |        | Gis                            |               |                               |      |
| 272    | Newman Signs                           |      | 36.58  | GIS Sign - 911 Address         | TRFINV028675  | Address Signs                 | N    |
|        | 01-104-000-0000-6514                   |      |        | 02/23/2021 02/23/2021          |               |                               |      |
| 272    | Newman Signs                           |      | 36.58  | 1 Transactions                 |               |                               |      |
| 104    | DEPT Total:                            |      | 36.58  | Gis                            | 1 Vendors     | 1 Transactions                |      |
| 105    | DEPT                                   |      |        | Planning And Zoning            |               |                               |      |
| 5479   | Bisek/Andrew R                         |      | 135.00 | PC Tour & Mtgs - Per Diem      |               | Per Diem                      | N    |
|        | 01-105-000-0000-6104                   |      |        | 12/17/2020 02/18/2021          |               |                               |      |
| 5479   | Bisek/Andrew R                         |      | 135.00 | 1 Transactions                 |               |                               |      |
| 2540   | Duxbury/Steve                          |      | 135.00 | PC Tour & Mtgs - Per Diem      |               | Per Diem                      | N    |
|        | 01-105-000-0000-6104                   |      |        | 12/17/2020 02/18/2021          |               |                               |      |
|        | 01-105-000-0000-6335                   |      | 57.68  | PC Tour & Mtgs - Mileage       |               | Employee Automobile Allowance | N    |
|        |                                        |      |        | 12/17/2020 02/18/2021          |               |                               |      |
| 2540   | Duxbury/Steve                          |      | 192.68 | 2 Transactions                 |               |                               |      |
| 834    | Hovey/Arlynn                           |      |        |                                |               |                               |      |

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2/25/21 10:52AM

1 County Revenue Fund

## \*\*\* Fillmore County \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 3

| Vendor | Name                 | Rpt  | Warrant Description                                | Invoice #                                               | Account/Formula Descripti     | 1099                                 |
|--------|----------------------|------|----------------------------------------------------|---------------------------------------------------------|-------------------------------|--------------------------------------|
| No.    | Account/Formula      | Accr | Service Dates                                      | Paid On Bhf #                                           | On Behalf of Name             |                                      |
|        | 01-105-000-0000-6104 |      | PC Tour & Mtgs - Per Diem<br>12/17/2020 02/18/2021 |                                                         | Per Diem                      | N                                    |
|        | 01-105-000-0000-6335 |      | PC Tour & Mtgs - Mileage<br>12/17/2020 02/18/2021  |                                                         | Employee Automobile Allowance | N                                    |
| 834    | Hovey/Arlynn         |      | 2 Transactions                                     |                                                         |                               |                                      |
| 4874   | JOHNSON/TRINITY      |      |                                                    |                                                         |                               |                                      |
|        | 01-105-000-0000-6104 |      | PC Tour & Mtgs - Per Diem<br>12/17/2020 02/18/2021 |                                                         | Per Diem                      | N                                    |
|        | 01-105-000-0000-6335 |      | PC Tour & Mtgs - Mileage<br>12/17/2020 02/18/2021  |                                                         | Employee Automobile Allowance | N                                    |
| 4874   | JOHNSON/TRINITY      |      | 2 Transactions                                     |                                                         |                               |                                      |
| 6904   | Ruskell/Gary L       |      |                                                    |                                                         |                               |                                      |
|        | 01-105-000-0000-6104 |      | PC Tour & Mtgs - Per Diem<br>12/17/2020 02/18/2021 |                                                         | Per Diem                      | N                                    |
|        | 01-105-000-0000-6335 |      | PC Tour & Mtgs - Mileage<br>12/17/2020 02/18/2021  |                                                         | Employee Automobile Allowance | N                                    |
| 6904   | Ruskell/Gary L       |      | 2 Transactions                                     |                                                         |                               |                                      |
| 6315   | Thompson/Thomas A    |      |                                                    |                                                         |                               |                                      |
|        | 01-105-000-0000-6104 |      | PC Tour & Mtgs - Per Diem<br>12/17/2020 02/18/2021 |                                                         | Per Diem                      | N                                    |
|        | 01-105-000-0000-6335 |      | PC Tour & Mtgs - Mileage<br>12/17/2020 02/18/2021  |                                                         | Employee Automobile Allowance | N                                    |
| 6315   | Thompson/Thomas A    |      | 2 Transactions                                     |                                                         |                               |                                      |
| 105    | DEPT Total:          |      | 1,078.24                                           | Planning And Zoning                                     | 6 Vendors                     | 11 Transactions                      |
| 111    | DEPT                 |      | Facilites Mtce                                     |                                                         |                               |                                      |
| 5988   | Preston Auto Parts   |      |                                                    |                                                         |                               |                                      |
|        | 01-111-000-0000-6580 |      | 8.31                                               | Hanging Brackets<br>02/23/2021 02/23/2021               | 663190                        | Other Repair And Maintenance Suppl N |
|        | 01-111-000-0000-6580 |      | 20.30                                              | SelfTap Screws-New Law Library<br>02/23/2021 02/23/2021 | 663238                        | Other Repair And Maintenance Suppl N |
| 5988   | Preston Auto Parts   |      | 28.61                                              | 2 Transactions                                          |                               |                                      |



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2/25/21 10:52AM

1 County Revenue Fund

## \*\*\* Fillmore County \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 4

| Vendor Name                       | Rpt  | Warrant Description | Invoice #                      | Account/Formula Descripti | 1099                                  |
|-----------------------------------|------|---------------------|--------------------------------|---------------------------|---------------------------------------|
| No. Account/Formula               | Accr | Amount              | Service Dates                  | Paid On Bhf #             | On Behalf of Name                     |
| 111 DEPT Total:                   |      | 28.61               | Facilities Mtce                | 1 Vendors                 | 2 Transactions                        |
| 149 DEPT                          |      |                     | Other General Government       |                           |                                       |
| 4928 1 Source                     |      |                     |                                |                           |                                       |
| 01-149-000-0000-6404              |      | 84.39               | County Shared Custodial Supply | 263506-0                  | County Shared Cleaning Supplies Y     |
|                                   |      |                     | 02/17/2021 02/17/2021          |                           |                                       |
| 4928 1 Source                     |      | 84.39               | 1 Transactions                 |                           |                                       |
| 149 DEPT Total:                   |      | 84.39               | Other General Government       | 1 Vendors                 | 1 Transactions                        |
| 441 DEPT                          |      |                     | Public Health                  |                           |                                       |
| 2138 Baker/Jan                    |      |                     |                                |                           |                                       |
| 01-441-000-0000-6334              |      | 19.04               | Immun Coop Agreements          |                           | Immunization Cooperative Agreemer N   |
|                                   |      |                     | 01/08/2021 01/28/2021          |                           |                                       |
| 2138 Baker/Jan                    |      | 19.04               | 1 Transactions                 |                           |                                       |
| 6674 Draper/Erica                 |      |                     |                                |                           |                                       |
| 01-441-000-0000-6334              |      | 12.32               | Immunization Coop Agreement    |                           | Immunization Cooperative Agreemer N   |
|                                   |      |                     | 01/21/2021 01/21/2021          |                           |                                       |
| 6674 Draper/Erica                 |      | 12.32               | 1 Transactions                 |                           |                                       |
| 6884 Rodger/Aimee                 |      |                     |                                |                           |                                       |
| 01-441-000-0000-6334              |      | 12.88               | Jan 2021 Imm Coop Agreement    |                           | Immunization Cooperative Agreemer N   |
|                                   |      |                     | 01/07/2021 01/26/2021          |                           |                                       |
| 01-441-000-0000-6445              |      | 104.16              | TANF Mileage January 2021      |                           | TANF Expenses N                       |
|                                   |      |                     | 01/07/2021 01/26/2021          |                           |                                       |
| 6884 Rodger/Aimee                 |      | 117.04              | 2 Transactions                 |                           |                                       |
| 441 DEPT Total:                   |      | 148.40              | Public Health                  | 3 Vendors                 | 4 Transactions                        |
| 442 DEPT                          |      |                     | Wic Program                    |                           |                                       |
| 4534 ENRIGHT/CARRIE               |      |                     |                                |                           |                                       |
| 01-442-000-0000-6424              |      | 4.48                | January Mileage - WIC, PBFS    |                           | WIC-Peer Breastfeeding Support Grar N |
|                                   |      |                     | 01/20/2021 01/29/2021          |                           |                                       |
| 4534 ENRIGHT/CARRIE               |      | 4.48                | 1 Transactions                 |                           |                                       |
| 6934 Olmsted County Public Health |      |                     |                                |                           |                                       |
| 01-442-000-0000-6424 DTG O        |      | 283.50              | WIC PBFS - 4th Qtr 2020        | HCPH100920                | WIC-Peer Breastfeeding Support Grar N |

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2/25/21 10:52AM

1 County Revenue Fund

## \*\*\* Fillmore County \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 5

| Vendor | Name                         | Rpt   | Warrant Description | Invoice #                                              | Account/Formula Descripti | 1099                                 |
|--------|------------------------------|-------|---------------------|--------------------------------------------------------|---------------------------|--------------------------------------|
| No.    | Account/Formula              | Accr  | Amount              | Service Dates                                          | Paid On Bhf #             | On Behalf of Name                    |
| 6934   | Olmsted County Public Health |       | 283.50              | 10/01/2020 12/31/2020<br>1 Transactions                |                           |                                      |
| 442    | DEPT Total:                  |       | 287.98              | Wic Program                                            | 2 Vendors                 | 2 Transactions                       |
| 443    | DEPT                         |       |                     | Nursing Service                                        |                           |                                      |
| 2138   | Baker/Jan                    |       |                     |                                                        |                           |                                      |
|        | 01-443-000-0000-6335         |       | 70.56               | Nursing Mileage January 2021<br>01/08/2021 01/28/2021  |                           | Employee Automobile Allowance N      |
|        | 01-443-000-0000-6335         |       | 20.16               | Nursing Mileage February 2021<br>02/09/2021 02/09/2021 |                           | Employee Automobile Allowance N      |
| 2138   | Baker/Jan                    |       | 90.72               | 2 Transactions                                         |                           |                                      |
| 82132  | Fillmore Co Journal          |       |                     |                                                        |                           |                                      |
|        | 01-443-000-0000-6241         |       | 14.36               | Feb Joint Board of Health Mtg<br>02/15/2021 02/15/2021 | 118295                    | Advertising N                        |
| 82132  | Fillmore Co Journal          |       | 14.36               | 1 Transactions                                         |                           |                                      |
| 6665   | Gilbert/Sydney               |       |                     |                                                        |                           |                                      |
|        | 01-443-000-0000-6335         |       | 19.04               | January 2021 Mileage<br>01/14/2021 01/26/2021          |                           | Employee Automobile Allowance N      |
| 6665   | Gilbert/Sydney               |       | 19.04               | 1 Transactions                                         |                           |                                      |
| 443    | DEPT Total:                  |       | 124.12              | Nursing Service                                        | 3 Vendors                 | 4 Transactions                       |
| 446    | DEPT                         |       |                     | Mch Program                                            |                           |                                      |
| 6665   | Gilbert/Sydney               |       |                     |                                                        |                           |                                      |
|        | 01-446-000-0000-6335         |       | 12.32               | MCH Mileage January 2021<br>01/14/2021 01/26/2021      |                           | Employee Automobile Allowance N      |
| 6665   | Gilbert/Sydney               |       | 12.32               | 1 Transactions                                         |                           |                                      |
| 1285   | Houston County Public Health |       |                     |                                                        |                           |                                      |
|        | 01-446-000-0000-6088         | DTG O | 7,650.88            | CTC Dec 2020<br>12/01/2020 12/31/2020                  |                           | Houston Grant Passthrough (01-446- N |
| 1285   | Houston County Public Health |       | 7,650.88            | 1 Transactions                                         |                           |                                      |
| 446    | DEPT Total:                  |       | 7,663.20            | Mch Program                                            | 2 Vendors                 | 2 Transactions                       |

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2/25/21 10:52AM

1 County Revenue Fund

# \*\*\* Fillmore County \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 6

| Vendor Name |                 | Rpt  | Warrant Description | Invoice #           | Account/Formula Descripti | 1099              |
|-------------|-----------------|------|---------------------|---------------------|---------------------------|-------------------|
| No.         | Account/Formula | Accr | Amount              | Service Dates       | Paid On Bhf #             | On Behalf of Name |
| 1           | Fund Total:     |      | 9,517.35            | County Revenue Fund |                           | 29 Transactions   |

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2/25/21 10:52AM

13 County Road &amp; Bridge

## \*\*\* Fillmore County \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 7

| Vendor | Name                 | Rpt  | Warrant Description         | Invoice #            | Account/Formula Descripti | 1099                  |
|--------|----------------------|------|-----------------------------|----------------------|---------------------------|-----------------------|
| No.    | Account/Formula      | Accr | Service Dates               | Paid On Bhf #        | On Behalf of Name         |                       |
| 310    | DEPT                 |      | Highway Maintenance         |                      |                           |                       |
| 5676   | Wenthold/Heath       |      |                             |                      |                           |                       |
|        | 13-310-000-0000-6466 |      | 169.99                      | 2/15 safety boots    | Safety Materials          | N                     |
| 5676   | Wenthold/Heath       |      | 169.99                      | 1 Transactions       |                           |                       |
| 310    | DEPT Total:          |      | 169.99                      | Highway Maintenance  | 1 Vendors                 | 1 Transactions        |
| 320    | DEPT                 |      | Highway Construction        |                      |                           |                       |
| 4295   | Wsb & Associates Inc |      |                             |                      |                           |                       |
|        | 13-320-000-0000-6265 |      | 11,985.57                   | 2/18 consulting      | R0170130001               | Consulting            |
| 4295   | Wsb & Associates Inc |      | 11,985.57                   | 1 Transactions       |                           | N                     |
| 320    | DEPT Total:          |      | 11,985.57                   | Highway Construction | 1 Vendors                 | 1 Transactions        |
| 330    | DEPT                 |      | Equipment Maintenance Shops |                      |                           |                       |
| 5988   | Preston Auto Parts   |      |                             |                      |                           |                       |
|        | 13-330-000-0000-6575 | P    | 8.04                        | 12/2 parts           | 654358                    | Machinery Parts       |
|        | 13-330-000-0000-6575 | P    | 46.73                       | 12/2 parts           | 654359                    | Machinery Parts       |
|        | 13-330-000-0000-6575 | P    | 11.96                       | 12/16 parts          | 656022                    | Machinery Parts       |
|        | 13-330-000-0000-6575 | P    | 5.69                        | 12/28 parts          | 657094                    | Machinery Parts       |
|        | 13-330-000-0000-6576 | P    | 30.76                       | 12/28 supplies       | 657155                    | Shop Supplies & Tools |
|        | 13-330-000-0000-6575 | P    | 1.89                        | 12/29 parts          | 657253                    | Machinery Parts       |
|        | 13-330-000-0000-6575 |      | 144.90                      | 1/5 filters          | 657997                    | Machinery Parts       |
|        | 13-330-000-0000-6575 |      | 5.29                        | 1/7 parts            | 658271                    | Machinery Parts       |
|        | 13-330-000-0000-6575 |      | 40.37                       | 1/12 parts           | 658734                    | Machinery Parts       |
|        | 13-330-000-0000-6575 |      | 99.96                       | 1/12 parts           | 658739                    | Machinery Parts       |
|        | 13-330-000-0000-6575 |      | 24.87                       | 1/13 parts           | 658828                    | Machinery Parts       |
|        | 13-330-000-0000-6576 |      | 17.99                       | 1/13 supplies        | 658829                    | Shop Supplies & Tools |
|        | 13-330-000-0000-6575 |      | 38.98                       | 1/15 parts           | 659105                    | Machinery Parts       |
|        | 13-330-000-0000-6576 |      | 14.98                       | 1/15 supplies        | 659146                    | Shop Supplies & Tools |
|        | 13-330-000-0000-6575 |      | 58.96                       | 1/16 parts           | 659202                    | Machinery Parts       |
|        | 13-330-000-0000-6576 |      | 154.14                      | 1/16 supplies        | 659202                    | Shop Supplies & Tools |
|        | 13-330-000-0000-6575 |      | 8.99                        | 1/19 parts           | 659554                    | Machinery Parts       |
|        | 13-330-000-0000-6575 |      | 16.49                       | 1/20 parts           | 659601                    | Machinery Parts       |
|        | 13-330-000-0000-6575 |      | 8.48                        | 1/21 parts           | 659763                    | Machinery Parts       |
|        | 13-330-000-0000-6576 |      | 12.60                       | 1/25 supplies        | 660147                    | Shop Supplies & Tools |
|        | 13-330-000-0000-6576 |      | 19.98                       | 1/27 supplies        | 660373                    | Shop Supplies & Tools |
|        | 13-330-000-0000-6575 |      | 257.90                      | 1/28 parts           | 660566                    | Machinery Parts       |

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13 County Road & Bridge

\*\*\* Fillmore County \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 8

| Vendor | Name                 | Rpt       | Warrant Description         | Invoice #     | Account/Formula Descripti | 1099 |
|--------|----------------------|-----------|-----------------------------|---------------|---------------------------|------|
| No.    | Account/Formula      | Accr      | Service Dates               | Paid On Bhf # | On Behalf of Name         |      |
|        | 13-330-000-0000-6576 |           | 1/28 supplies               | 660585        | Shop Supplies & Tools     | N    |
|        | 13-330-000-0000-6576 |           | 1/28 supplies               | 660586        | Shop Supplies & Tools     | N    |
|        | 13-330-000-0000-6576 |           | 1/29 supplies               | 660670        | Shop Supplies & Tools     | N    |
|        | 13-330-000-0000-6576 |           | 1/29 supplies               | 660672        | Shop Supplies & Tools     | N    |
| 5988   | Preston Auto Parts   | 1,256.35  | 26 Transactions             |               |                           |      |
| 330    | DEPT Total:          | 1,256.35  | Equipment Maintenance Shops | 1 Vendors     | 26 Transactions           |      |
| 340    | DEPT                 |           | Local Option Sales Tax      |               |                           |      |
| 4295   | Wsb & Associates Inc |           |                             |               |                           |      |
|        | 13-340-000-0000-6265 | 3,995.18  | 2/18 consulting             | R0170130001   | Consulting                | N    |
| 4295   | Wsb & Associates Inc | 3,995.18  | 1 Transactions              |               |                           |      |
| 340    | DEPT Total:          | 3,995.18  | Local Option Sales Tax      | 1 Vendors     | 1 Transactions            |      |
| 13     | Fund Total:          | 17,407.09 | County Road & Bridge        |               | 29 Transactions           |      |

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14 Sanitation Fund

# \*\*\* Fillmore County \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 9

| Vendor | Name                    | Rpt       | Warrant Description      | Invoice #       | Account/Formula Descripti          | 1099 |
|--------|-------------------------|-----------|--------------------------|-----------------|------------------------------------|------|
| No.    | Account/Formula         | Accr      | Service Dates            | Paid On Bhf #   | On Behalf of Name                  |      |
| 390    | DEPT                    |           | Resource Recovery Center |                 |                                    |      |
| 6150   | Cintas Corporation No.2 |           |                          |                 |                                    |      |
|        | 14-390-000-0000-6377    | 8.92      | Uniforms                 | 4075805666      | Fees And Service Charges           | N    |
|        |                         |           | 02/12/2021 02/12/2021    |                 |                                    |      |
|        | 14-390-000-0000-6377    | 13.24     | Uniforms                 | 4076439465      | Fees And Service Charges           | N    |
|        |                         |           | 02/19/2021 02/19/2021    |                 |                                    |      |
| 6150   | Cintas Corporation No.2 | 22.16     | 2 Transactions           |                 |                                    |      |
| 3242   | Titan Machinery Inc.    |           |                          |                 |                                    |      |
|        | 14-390-000-0000-6580    | 1,791.00  | Payloader Def Repair     | 15161464-GS     | Other Repair And Maintenance Suppl | N    |
|        |                         |           | 02/12/2021 02/12/2021    |                 |                                    |      |
| 3242   | Titan Machinery Inc.    | 1,791.00  | 1 Transactions           |                 |                                    |      |
| 390    | DEPT Total:             | 1,813.16  | Resource Recovery Center | 2 Vendors       | 3 Transactions                     |      |
| 391    | DEPT                    |           | Score Grant Program      |                 |                                    |      |
| 8757   | OSI Environmental, Inc  |           |                          |                 |                                    |      |
|        | 14-391-000-0000-6861    | 150.00    | Oil Collection           | 2089899         | Recycling Operation Expense        | N    |
|        |                         |           | 01/08/2021 01/08/2021    |                 |                                    |      |
|        | 14-391-000-0000-6861    | 135.00    | Oil Filters & Antifreeze | 2089990         | Recycling Operation Expense        | N    |
|        |                         |           | 01/08/2021 01/08/2021    |                 |                                    |      |
| 8757   | OSI Environmental, Inc  | 285.00    | 2 Transactions           |                 |                                    |      |
| 391    | DEPT Total:             | 285.00    | Score Grant Program      | 1 Vendors       | 2 Transactions                     |      |
| 14     | Fund Total:             | 2,098.16  | Sanitation Fund          |                 | 5 Transactions                     |      |
|        | Final Total:            | 29,022.60 | 28 Vendors               | 63 Transactions |                                    |      |

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\*\*\* Fillmore County \*\*\*

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



| Recap by Fund | <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u>          |                    |
|---------------|-------------|---------------|----------------------|--------------------|
|               | 1           | 9,517.35      | County Revenue Fund  |                    |
|               | 13          | 17,407.09     | County Road & Bridge |                    |
|               | 14          | 2,098.16      | Sanitation Fund      |                    |
|               | All Funds   | 29,022.60     | Total                | Approved by, ..... |
|               |             |               |                      | .....              |
|               |             |               |                      | .....              |

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76 Trust And Agency Fund

# \*\*\* Fillmore County \*\*\*



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

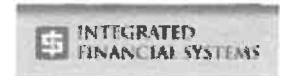
Page 2

| Vendor Name                                     | <u>Rpt</u>  | <u>Warrant Description</u> | <u>Invoice #</u>                                                      | <u>Account/Formula Descripti</u> | <u>1099</u>              |
|-------------------------------------------------|-------------|----------------------------|-----------------------------------------------------------------------|----------------------------------|--------------------------|
| <u>No. Account/Formula</u>                      | <u>Accr</u> | <u>Amount</u>              | <u>Service Dates</u>                                                  | <u>Paid On Bhf #</u>             | <u>On Behalf of Name</u> |
| 373 Amherst Township<br>76-000-000-0000-2100    |             | 22,963.69                  | 2021 Town & Road Allotment<br>02/23/2021 02/23/2021<br>1 Transactions | Due To Other Governmental Agenci | N                        |
| 373 Amherst Township                            |             | 22,963.69                  |                                                                       |                                  |                          |
| 374 Arendahl Township<br>76-000-000-0000-2100   |             | 21,742.37                  | 2021 Town & Road Allotment<br>02/23/2021 02/23/2021<br>1 Transactions | Due To Other Governmental Agenci | N                        |
| 374 Arendahl Township                           |             | 21,742.37                  |                                                                       |                                  |                          |
| 375 Beaver Township<br>76-000-000-0000-2100     |             | 22,715.52                  | 2021 Town & Road Allotment<br>02/23/2021 02/23/2021<br>1 Transactions | Due To Other Governmental Agenci | N                        |
| 375 Beaver Township                             |             | 22,715.52                  |                                                                       |                                  |                          |
| 376 Bloomfield Township<br>76-000-000-0000-2100 |             | 23,118.70                  | 2021 Town & Road Allotment<br>02/23/2021 02/23/2021<br>1 Transactions | Due To Other Governmental Agenci | N                        |
| 376 Bloomfield Township                         |             | 23,118.70                  |                                                                       |                                  |                          |
| 377 Bristol Township<br>76-000-000-0000-2100    |             | 23,532.85                  | 2021 Town & Road Allotment<br>02/23/2021 02/23/2021<br>1 Transactions | Due To Other Governmental Agenci | N                        |
| 377 Bristol Township                            |             | 23,532.85                  |                                                                       |                                  |                          |
| 379 Canton Township<br>76-000-000-0000-2100     |             | 35,736.04                  | 2021 Town & Road Allotment<br>02/23/2021 02/23/2021<br>1 Transactions | Due To Other Governmental Agenci | N                        |
| 379 Canton Township                             |             | 35,736.04                  |                                                                       |                                  |                          |
| 380 Carimona Township<br>76-000-000-0000-2100   |             | 18,538.14                  | 2021 Town & Road Allotment<br>02/23/2021 02/23/2021<br>1 Transactions | Due To Other Governmental Agenci | N                        |
| 380 Carimona Township                           |             | 18,538.14                  |                                                                       |                                  |                          |
| 381 Carrolton Township<br>76-000-000-0000-2100  |             | 20,476.99                  | 2021 Town & Road Allotment<br>02/23/2021 02/23/2021<br>1 Transactions | Due To Other Governmental Agenci | N                        |
| 381 Carrolton Township                          |             | 20,476.99                  |                                                                       |                                  |                          |



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76 Trust And Agency Fund

# \*\*\* Fillmore County \*\*\*



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 3

| Vendor Name                                      | <u>Rpt</u>  | <u>Warrant Description</u> | <u>Invoice #</u>                                    | <u>Account/Formula Descripti</u> | <u>1099</u>              |
|--------------------------------------------------|-------------|----------------------------|-----------------------------------------------------|----------------------------------|--------------------------|
| <u>No.</u> <u>Account/Formula</u>                | <u>Accr</u> | <u>Amount</u>              | <u>Service Dates</u>                                | <u>Paid On Bhf #</u>             | <u>On Behalf of Name</u> |
| 383 Chatfield Township<br>76-000-000-0000-2100   |             | 25,903.62                  | 2021 Town & Road Allotment<br>02/23/2021 02/23/2021 | Due To Other Governmental Agenci | N                        |
| 383 Chatfield Township                           |             | 25,903.62                  | 1 Transactions                                      |                                  |                          |
| 384 Fillmore Township<br>76-000-000-0000-2100    |             | 27,972.57                  | 2021 Town & Road Allotment<br>02/23/2021 02/23/2021 | Due To Other Governmental Agenci | N                        |
| 384 Fillmore Township                            |             | 27,972.57                  | 1 Transactions                                      |                                  |                          |
| 385 Forestville Township<br>76-000-000-0000-2100 |             | 22,887.90                  | 2021 Town & Road Allotment<br>02/23/2021 02/23/2021 | Due To Other Governmental Agenci | N                        |
| 385 Forestville Township                         |             | 22,887.90                  | 1 Transactions                                      |                                  |                          |
| 387 Fountain Township<br>76-000-000-0000-2100    |             | 19,209.06                  | 2021 Town & Road Allotment<br>02/23/2021 02/23/2021 | Due To Other Governmental Agenci | N                        |
| 387 Fountain Township                            |             | 19,209.06                  | 1 Transactions                                      |                                  |                          |
| 389 Harmony Township<br>76-000-000-0000-2100     |             | 23,316.37                  | 2021 Town & Road Allotment<br>02/23/2021 02/23/2021 | Due To Other Governmental Agenci | N                        |
| 389 Harmony Township                             |             | 23,316.37                  | 1 Transactions                                      |                                  |                          |
| 390 Holt Township<br>76-000-000-0000-2100        |             | 19,413.09                  | 2021 Town & Road Allotment<br>02/23/2021 02/23/2021 | Due To Other Governmental Agenci | N                        |
| 390 Holt Township                                |             | 19,413.09                  | 1 Transactions                                      |                                  |                          |
| 391 Jordan Township<br>76-000-000-0000-2100      |             | 20,271.20                  | 2021 Town & Road Allotment<br>02/23/2021 02/23/2021 | Due To Other Governmental Agenci | N                        |
| 391 Jordan Township                              |             | 20,271.20                  | 1 Transactions                                      |                                  |                          |
| 394 Newburg Township<br>76-000-000-0000-2100     |             | 25,593.55                  | 2021 Town & Road Allotment<br>02/23/2021 02/23/2021 | Due To Other Governmental Agenci | N                        |
| 394 Newburg Township                             |             | 25,593.55                  | 1 Transactions                                      |                                  |                          |

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76 Trust And Agency Fund

# \*\*\* Fillmore County \*\*\*



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 4

| Vendor Name                                        | <u>Rpt</u>  | <u>Warrant Description</u> | <u>Invoice #</u>                                    | <u>Account/Formula Descripti</u> | <u>1099</u>              |
|----------------------------------------------------|-------------|----------------------------|-----------------------------------------------------|----------------------------------|--------------------------|
| <u>No.</u> <u>Account/Formula</u>                  | <u>Accr</u> | <u>Amount</u>              | <u>Service Dates</u>                                | <u>Paid On Bhf #</u>             | <u>On Behalf of Name</u> |
| 395 Norway Township<br>76-000-000-0000-2100        |             | 24,516.73                  | 2021 Town & Road Allotment<br>02/23/2021 02/23/2021 | Due To Other Governmental Agenci | N                        |
| 395 Norway Township                                |             | 24,516.73                  | 1 Transactions                                      |                                  |                          |
| 398 Pilot Mound Township<br>76-000-000-0000-2100   |             | 19,610.12                  | 2021 Town & Road Allotment<br>02/23/2021 02/23/2021 | Due To Other Governmental Agenci | N                        |
| 398 Pilot Mound Township                           |             | 19,610.12                  | 1 Transactions                                      |                                  |                          |
| 399 Preble Township<br>76-000-000-0000-2100        |             | 14,841.81                  | 2021 Town & Road Allotment<br>02/23/2021 02/23/2021 | Due To Other Governmental Agenci | N                        |
| 399 Preble Township                                |             | 14,841.81                  | 1 Transactions                                      |                                  |                          |
| 401 Preston Township<br>76-000-000-0000-2100       |             | 19,316.30                  | 2021 Town & Road Allotment<br>02/23/2021 02/23/2021 | Due To Other Governmental Agenci | N                        |
| 401 Preston Township                               |             | 19,316.30                  | 1 Transactions                                      |                                  |                          |
| 405 Spring Valley Township<br>76-000-000-0000-2100 |             | 24,265.07                  | 2021 Town & Road Allotment<br>02/23/2021 02/23/2021 | Due To Other Governmental Agenci | N                        |
| 405 Spring Valley Township                         |             | 24,265.07                  | 1 Transactions                                      |                                  |                          |
| 406 Sumner Township<br>76-000-000-0000-2100        |             | 28,370.15                  | 2021 Town & Road Allotment<br>02/23/2021 02/23/2021 | Due To Other Governmental Agenci | N                        |
| 406 Sumner Township                                |             | 28,370.15                  | 1 Transactions                                      |                                  |                          |
| 409 York Township<br>76-000-000-0000-2100          |             | 23,707.16                  | 2021 Town & Road Allotment<br>02/23/2021 02/23/2021 | Due To Other Governmental Agenci | N                        |
| 409 York Township                                  |             | 23,707.16                  | 1 Transactions                                      |                                  |                          |
| 76 Fund Total:                                     |             | 528,019.00                 | Trust And Agency Fund                               | 23 Vendors                       | 23 Transactions          |
| Final Total:                                       |             | 528,019.00                 | 23 Vendors                                          | 23 Transactions                  |                          |

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# \*\*\* Fillmore County \*\*\*

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Page 5

## Recap by Fund

| <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u>           |
|-------------|---------------|-----------------------|
| 76          | 528,019.00    | Trust And Agency Fund |
| All Funds   | 528,019.00    | Total                 |

Approved by, .....

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1 County Revenue Fund

# \*\*\* Fillmore County \*\*\*



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 2

| Vendor Name                                 | Rpt  | Warrant Description | Invoice #                              | Account/Formula Descripti       | 1099           |
|---------------------------------------------|------|---------------------|----------------------------------------|---------------------------------|----------------|
| No. Account/Formula                         | Accr | Amount              | Service Dates                          | Paid On Bhf # On Behalf of Name |                |
| 5049 Driver & Vehicle Services              |      |                     |                                        |                                 |                |
| 01- 202- 000- 0000- 6650                    |      | 14.25               | Squad #2303 Tabs                       | Enterprise Vehicle Payments     | N              |
|                                             |      |                     | 02/26/2021 02/26/2021                  |                                 |                |
| 5049 Driver & Vehicle Services              |      | 14.25               | 1 Transactions                         |                                 |                |
| 111 Fillmore Co Treasurer- Credit Card/ACH  |      |                     |                                        |                                 |                |
| 01- 149- 000- 0000- 6205 AP P               |      | 2,500.00            | Mail Machine Postage 12/4/2020         | Postage And Postal Box Rent     | N              |
|                                             |      |                     | 12/04/2020 12/04/2020                  |                                 |                |
| 01- 149- 000- 0000- 6205                    |      | 5,000.00            | Mail Machine 01/05 & 01/29             | Postage And Postal Box Rent     | N              |
|                                             |      |                     | 01/05/2021 01/29/2021                  |                                 |                |
| 01- 149- 000- 0000- 6205 AP P               |      | 2,500.00            | Mail Machine Postage 11/2/2020 1293447 | Postage And Postal Box Rent     | N              |
|                                             |      |                     | 11/02/2020 11/02/2020                  |                                 |                |
| 111 Fillmore Co Treasurer- Credit Card/ACH  |      | 10,000.00           | 3 Transactions                         |                                 |                |
| 8465 MACFO- MN Assoc Of Co Feedlot Officers |      |                     |                                        |                                 |                |
| 01- 603- 000- 0000- 6242                    |      | 100.00              | 2021 Membership Dues                   | Membership Dues                 | N              |
|                                             |      |                     | 01/01/2021 12/31/2021                  |                                 |                |
| 8465 MACFO- MN Assoc Of Co Feedlot Officers |      | 100.00              | 1 Transactions                         |                                 |                |
| 1 Fund Total:                               |      | 10,114.25           | County Revenue Fund                    | 3 Vendors                       | 5 Transactions |

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13 County Road & Bridge

# \*\*\* Fillmore County \*\*\*



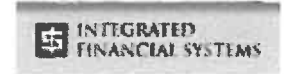
## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 3

| Vendor         | Name                            |      | Rpt      |  | Warrant Description  | Invoice #     | Account/Formula Descripti | 1099 |
|----------------|---------------------------------|------|----------|--|----------------------|---------------|---------------------------|------|
| No.            | Account/Formula                 | Accr | Amount   |  | Service Dates        | Paid On Bhf # | On Behalf of Name         |      |
| 7129           | CenturyLink                     |      |          |  |                      |               |                           |      |
|                | 13- 300- 000- 0000- 6203        |      | 143.93   |  | 2/10 telephone       | 5078673784    | Telephone                 | N    |
| 7129           | CenturyLink                     |      | 143.93   |  | 1 Transactions       |               |                           |      |
| 6094           | MN Energy Resources Corporation |      |          |  |                      |               |                           |      |
|                | 13- 330- 000- 0000- 6255        |      | 222.70   |  | 2/15 natural gas     | 0505303491    | Gas                       | N    |
|                | 13- 330- 000- 0000- 6255        |      | 568.49   |  | 2/18 natural gas     | 0507313281    | Gas                       | N    |
|                | 13- 330- 000- 0000- 6255        |      | 623.16   |  | 2/18 natural gas     | 0507351562    | Gas                       | N    |
| 6094           | MN Energy Resources Corporation |      | 1,414.35 |  | 3 Transactions       |               |                           |      |
| 13 Fund Total: |                                 |      | 1,558.28 |  | County Road & Bridge | 2 Vendors     | 4 Transactions            |      |

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14 Sanitation Fund

# \*\*\* Fillmore County \*\*\*



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 4

| Vendor         | <u>Name</u>                    | <u>Rpt</u>  |               | <u>Warrant Description</u> | <u>Invoice #</u>     | <u>Account/Formula Descripti</u> | <u>1099</u> |
|----------------|--------------------------------|-------------|---------------|----------------------------|----------------------|----------------------------------|-------------|
| <u>No.</u>     | <u>Account/Formula</u>         | <u>Accr</u> | <u>Amount</u> | <u>Service Dates</u>       | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u>         |             |
| 5504           | HARTER'S TRASH & RECYCLING INC |             |               |                            |                      |                                  |             |
|                | 14- 390- 000- 0000- 6374       |             | 9,454.97      | January Landfill           | 0000425074           | Landfill Tipping Fees            | N           |
|                |                                |             |               | 01/05/2021 01/31/2021      |                      |                                  |             |
|                | 14- 391- 000- 0000- 6861       |             | 16,280.60     | January Recycling          | 0000425074           | Recycling Operation Expense      | N           |
|                |                                |             |               | 01/05/2021 01/31/2021      |                      |                                  |             |
| 5504           | HARTER'S TRASH & RECYCLING INC |             | 25,735.57     | 2 Transactions             |                      |                                  |             |
| 14 Fund Total: |                                |             | 25,735.57     | Sanitation Fund            | 1 Vendors            | 2 Transactions                   |             |

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 87 State Revenue And School

# \*\*\* Fillmore County \*\*\*



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 5

| Vendor Name                       | <u>Rpt</u>  | <u>Warrant Description</u> | <u>Invoice #</u>              | <u>Account/Formula Descripti</u>              | <u>1099</u>    |
|-----------------------------------|-------------|----------------------------|-------------------------------|-----------------------------------------------|----------------|
| <u>No.</u> <u>Account/Formula</u> | <u>Accr</u> | <u>Amount</u>              | <u>Service Dates</u>          | <u>Paid On Bhf #</u> <u>On Behalf of Name</u> |                |
| 1859 MN Department Of Finance     |             |                            |                               |                                               |                |
| 87-000-000-0000-2313              |             | 4,567.50                   | January 2021 RE Surcharge     | Real Estate Surcharge                         | N              |
|                                   |             |                            | 01/01/2021 01/31/2021         |                                               |                |
| 87-000-000-0000-2404              |             | 3.00                       | January 2021 State Assurance  | State Assurance                               | N              |
|                                   |             |                            | 01/01/2021 01/31/2021         |                                               |                |
| 1859 MN Department Of Finance     |             | 4,570.50                   | 2 Transactions                |                                               |                |
| 5993 Mn Dept Of Health            |             |                            |                               |                                               |                |
| 87-000-000-0000-2312              |             | 552.50                     | January 2021 Well Certs       | Well Management Funds                         | N              |
|                                   |             |                            | 01/01/2021 01/31/2021         |                                               |                |
| 5993 Mn Dept Of Health            |             | 552.50                     | 1 Transactions                |                                               |                |
| 87 Fund Total:                    |             | 5,123.00                   | State Revenue And School Fund | 2 Vendors                                     | 3 Transactions |
| Final Total:                      |             | 42,531.10                  | 8 Vendors                     | 14 Transactions                               |                |

smensink  
2/24/21

1:39PM

# \*\*\* Fillmore County \*\*\*

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Page 6

## Recap by Fund

| <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u>                   |                    |
|-------------|---------------|-------------------------------|--------------------|
| 1           | 10,114.25     | County Revenue Fund           |                    |
| 13          | 1,558.28      | County Road & Bridge          |                    |
| 14          | 25,735.57     | Sanitation Fund               |                    |
| 87          | 5,123.00      | State Revenue And School Fund |                    |
| All Funds   | 42,531.10     | Total                         | Approved by, ..... |
|             |               |                               | .....              |
|             |               |                               | .....              |



# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 3/2/2021

Amount of time requested (minutes):

5 min

Dept.: Finance

Prepared By: Lori Affeldt

State item(s) of business with brief analysis. If requesting multiple items, please number each item for clarity. Provide relevant material(s) for documentation. Please note on each item if documentation is needed and attached.

## Consent Agenda:

Documentation  
(Yes/No):

1.

## Regular Agenda:

Documentation  
(Yes/No):  
No

1. Consider approving the 2019 Audited Financial Statements from CLA.

All requests for County Board agenda must be in the Administrator's office **No later than noon Thursday prior to the Board date.** Items received after this time **will** not be placed on the Board agenda. All requests should be sent to: [bhillery@co.fillmore.mn.us](mailto:bhillery@co.fillmore.mn.us); [koman@co.fillmore.mn.us](mailto:koman@co.fillmore.mn.us); and [kruesink@co.fillmore.mn.us](mailto:kruesink@co.fillmore.mn.us)

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 3/2/2021

Amount of time requested (minutes):

5

Dept.: Sanitation

Prepared By: Drew Hatzenbihler

State item(s) of business with brief analysis. If requesting multiple items, please number each item for clarity. Provide relevant material(s) for documentation. Please note on each item if documentation is needed and attached.

## Consent Agenda:

Documentation  
(Yes/No):

1.

## Regular Agenda:

Documentation  
(Yes/No):

1. Consider 2021 Hauler's Licenses. (No)
  - a. 100% complete documentation:
    - i. Freeborn County Co-op Oil
    - ii. GFL Solid Waste Midwest
    - iii. Harter's Trash and Recycling
    - iv. Hawkeye Sanitation
    - v. Richards Sanitation
    - vi. Sunshine Sanitation
    - vii. Veit Disposal
    - viii. Waste Management
  - b. Missing MPCA Reporting:
    - i. WM Hanson
    - ii. S&S Sanitation
  - c. Recommend provisional license for hauler missing MPCA reports that can be removed if not completed in timely manner

All requests for County Board agenda must be in the Coordinator's office **No later than noon Thursday prior to the Board date.** Items received after this time **will** not be placed on the Board agenda. All requests should be sent to: [bvickerman@co.fillmore.mn.us](mailto:bvickerman@co.fillmore.mn.us); [ainglett@co.fillmore.mn.us](mailto:ainglett@co.fillmore.mn.us); and [kruesink@co.fillmore.mn.us](mailto:kruesink@co.fillmore.mn.us)

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 3/2/2021

Amount of time requested (minutes): 15 minutes

Department: Highway and Airport

Requested By: Mr. Gregg

Presented By: Mr. Gregg

State item(s) of business. Please provide relevant material for documentation. Outline in detail any action requested of the County Board.

## **Highway Department**

1. Consider approving the purchase of a 2021 Polaris Ranger 1000 with trade in.
2. Consider passing a final payment resolution for the CSAH 1 Concrete Overlay Project SP 023-601-033.

## **Airport Department**

Check e-mail for supporting documentation. **See attached documents.** Bid results will be available on Monday after the bid opening.

All requests for County Board agenda time must be received in the office of the County Coordinator by **12:00 p.m. (noon) on the Thursday prior to the scheduled meeting.**

## 2021 Polaris Ranger XP 1000 with Cab Price Quote

| COMPANY                                | 2021 Polaris<br>Ranger XP<br>1000 |
|----------------------------------------|-----------------------------------|
| M & M POWER SPORTS -<br>RUSHFORD MN    | \$10,350.00                       |
| WAUKON HARLEY DAVIDSON -<br>WAUKON IA  | \$13,274.77                       |
| PODEIN EQUIPMENT -<br>STEWARDSVILLE MN | \$14,059.59                       |

### NOTES:

All Quotes reflect trading in our 2016 Ranger XP900EPS w/Cab  
Quotes above reflect full cab & accessories



906 Enterprise Drive Rushford, MN 55971  
Phone: 507 864 7781

Stock # TEMP Date 02/25/2021 Salesperson Ethan Gensmer  
Buyer Name FILLMORE COUNTY HIGHWAY DEPARTMENT Buyer DOB  
Co-Buyer Name Co-Buyer DOB  
Address 909 HOUSTON STREET NW PRESTON, MN 55965 Buyer D.L. #  
Home Phone # 5077653854 Bus. Phone # Co-Buyer D.L. #  
Lienholder No Lien Holder

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |              |                                                                                                             |                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Unit #1 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Temporary MU | Mileage 0                                                                                                   | VIN                                 |
| Unit #2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |              | Mileage                                                                                                     | VIN                                 |
| I acknowledge on this <u>25</u> day of <u>February</u> <u>2021</u> I agree to transfer above vehicle(s) and pay applicable sales tax in my state of residence.                                                                                                                                                                                                                                                                                                                                            |              | Unit #1 New <input checked="" type="checkbox"/> Used <input type="checkbox"/> Demo <input type="checkbox"/> | Cash Price \$15,664.00              |
| Customer Signature X _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              | Unit #2 New <input type="checkbox"/> Used <input type="checkbox"/> Demo <input type="checkbox"/>            | Cash Price                          |
| Paid In Full Ck# _____ Cash _____ CC _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              | Factory Warranty: Unit #1 mos Unit #2 mos                                                                   |                                     |
| <b>TRADE-IN DATA</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |              | Freight                                                                                                     | N/A                                 |
| Does your trade-in have a branded title or insurance salvage history? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                 |              | Dealer Installed Options:                                                                                   |                                     |
| Desc: 2016                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              | Accessories                                                                                                 | N/A                                 |
| VIN _____ Mileage 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |              |                                                                                                             |                                     |
| Lic# / State / Exp Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |              |                                                                                                             |                                     |
| Lienholder                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              |                                                                                                             |                                     |
| <b>POLLUTION CONTROL SYSTEM DISCLOSURE (TRADE-IN VEHICLE)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                             |              | Installation Labor                                                                                          | \$6,611.00                          |
| In order to comply with Minnesota Statutes, Section 325E-0951, no person may transfer a motor vehicle without providing a written disclosure to the transferee (buyer) certifying the condition of the pollution control system. Transferee (seller) hereby certifies, to the best of his/her knowledge, that the pollution control system on this vehicle being traded in, including the restricted gasoline pipe, has not been removed, altered, or rendered inoperative.<br>Seller's Signature X _____ |              | Total                                                                                                       | \$22,275.00                         |
| <b>DEALER'S DISCLAIMER OF WARRANTY</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |              | ATV Public Use Permit                                                                                       | LESS Trade-in Allowance \$12,000.00 |
| The Dealer expressly disclaims all warranties, either expressed or implied, on the vehicle(s) sold, except any warranties offered and explained in Paragraphs 10 through 13 on page 2 of this contract. Buyer acknowledges receiving this information before the sale and further acknowledges having read and understood the provisions on page 2 of this contract.<br>Seller's Signature X _____                                                                                                        |              | ATV AG Permit                                                                                               | Trade Difference \$10,275.00        |
| <b>DEALER'S POLLUTION CONTROL SYSTEM DISCLOSURE (VEHICLE BEING SOLD)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                  |              | Snowmobile Registration                                                                                     | N/A                                 |
| Transferrer (Dealer) hereby certifies, to the best of his/her knowledge, that the pollution control system on this vehicle(s) being sold, including the restricted gasoline pipe, has not been removed, altered, or rendered inoperative.                                                                                                                                                                                                                                                                 |              | Trail Permit                                                                                                | Service Contract N/A                |
| <b>IMPORTANT: THIS MAY BE A BINDING CONTRACT AND YOU MAY LOSE ANY DEPOSITS IF YOU DO NOT PERFORM ACCORDING TO ITS TERMS.</b>                                                                                                                                                                                                                                                                                                                                                                              |              | License Transfer                                                                                            | N/A                                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |              | Fees                                                                                                        | N/A                                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |              | UCC                                                                                                         | N/A                                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |              | T&W / Battery                                                                                               | N/A                                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |              | Total License & Fees                                                                                        | \$75.00                             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |              | Subtotal                                                                                                    | \$10,350.00                         |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |              | LESS Cash Submitted With Order                                                                              | N/A                                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |              | Plus Balance Owning To Lienholder On Trade-In                                                               | N/A                                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |              | <b>TOTAL AMOUNT DUE ON DELIVERY</b>                                                                         | <b>\$10,350.00</b>                  |

Page 1 and 2 of this CONTRACT comprise the entire CONTRACT affecting this purchase. The DEALER will not recognize any verbal agreement, or any other agreement or understanding of any nature. You certify that no credit has been extended by dealer for the purchase of this VEHICLE(s). You certify that you are 18 years of age or older, and acknowledge receiving a copy of this contract.

The terms of this CONTRACT were agreed upon and the CONTRACT signed in the dealership on the date noted at the top of this form. If DEALER is arranging credit for you, this CONTRACT is not valid until a credit disclosure is made as described in Regulation Z and you have accepted the credit extended.

NOTICE OF SALESPERSON'S LIMITED AUTHORITY: This contract is not valid unless signed and accepted by Sales Manager or Officer of Dealership.

Accepted: X \_\_\_\_\_ X \_\_\_\_\_  
BUYER'S SIGNATURE ACCEPTING TERMS OF CONTRACT

Waukon Harley Davidson

|                                                            |                      |              |                     |                        |                     |                      |                  |                      |                                                                                                                                                               |                     |  |
|------------------------------------------------------------|----------------------|--------------|---------------------|------------------------|---------------------|----------------------|------------------|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--|
| DATE <u>1-7-21</u>                                         |                      | NEW <u>X</u> |                     | USED                   |                     | STOCK #              |                  | YEAR <u>2021</u>     |                                                                                                                                                               | MAKE <u>Polaris</u> |  |
| MODEL <u>Ranger</u>                                        |                      | XP1000       |                     | TYPE <u>SRS</u>        |                     | ODOMETER             |                  | COLOR                |                                                                                                                                                               | PLATE#              |  |
| VIN                                                        |                      |              |                     |                        |                     | # CYLS.              |                  | USED                 |                                                                                                                                                               | NEW                 |  |
| DOWN PAYMENT                                               |                      |              |                     | TRADE PAYOFF           |                     |                      |                  | VEHICLE PRICE        |                                                                                                                                                               | 16,999              |  |
|                                                            |                      |              |                     |                        |                     |                      |                  | FREIGHT              |                                                                                                                                                               | 850                 |  |
|                                                            |                      |              |                     |                        |                     |                      |                  | DEALER PREP          |                                                                                                                                                               | 250                 |  |
|                                                            |                      |              |                     |                        |                     |                      |                  | ABS                  |                                                                                                                                                               |                     |  |
| MONTHLY INVESTMENT                                         |                      |              |                     | LIEN HOLDER            |                     |                      |                  | AUDIO                |                                                                                                                                                               |                     |  |
|                                                            |                      |              |                     |                        |                     |                      |                  | WHEEL OPTIONS        |                                                                                                                                                               |                     |  |
|                                                            |                      |              |                     |                        |                     |                      |                  | OTHER OPTIONS        |                                                                                                                                                               |                     |  |
|                                                            |                      |              |                     |                        |                     |                      |                  | SECURITY             |                                                                                                                                                               |                     |  |
| USED                                                       |                      |              |                     | NEW                    |                     |                      |                  | ACCESSORIES          |                                                                                                                                                               |                     |  |
| 48 \$ _____ - \$ _____                                     |                      |              |                     | 48 \$ _____ - \$ _____ |                     |                      |                  | INSTALLATION         |                                                                                                                                                               |                     |  |
| 60 \$ _____ - \$ _____                                     |                      |              |                     | 60 \$ _____ - \$ _____ |                     |                      |                  | TOTAL                |                                                                                                                                                               | \$ 18099            |  |
| 72 \$ _____ - \$ _____                                     |                      |              |                     | 72 \$ _____ - \$ _____ |                     |                      |                  | TRADE ALLOWANCE      |                                                                                                                                                               | 11,500              |  |
| 84 \$ _____ - \$ _____                                     |                      |              |                     | 84 \$ _____ - \$ _____ |                     |                      |                  | TOTAL BEFORE TAX/LIC |                                                                                                                                                               | 6599                |  |
| OTHER CONDITIONS OF SALE<br><br><u>County No Sales Tax</u> |                      |              |                     |                        |                     | TOTAL                |                  | \$                   |                                                                                                                                                               | 18099               |  |
|                                                            |                      |              |                     |                        |                     | TRADE ALLOWANCE      |                  |                      |                                                                                                                                                               | 11,500              |  |
|                                                            |                      |              |                     |                        |                     | TOTAL BEFORE TAX/LIC |                  |                      |                                                                                                                                                               | 6599                |  |
|                                                            |                      |              |                     |                        |                     |                      |                  |                      |                                                                                                                                                               |                     |  |
| TRADE-IN                                                   | YEAR <u>2016</u>     |              | MAKE <u>Polaris</u> |                        | MODEL <u>XP 900</u> |                      | COLOR <u>Red</u> |                      | <u>Parts + Acc. - \$5825.77</u><br><u>Labor - \$850</u><br><br><u>\$6599 Trade In</u><br><u>+ \$5825.77 Acc.</u><br><u>+ \$850 Labor</u><br><u>\$13274.77</u> |                     |  |
|                                                            | ODOMETER <u>2000</u> |              |                     |                        | #CYLS               |                      |                  |                      |                                                                                                                                                               |                     |  |
|                                                            | VIN                  |              |                     |                        |                     |                      |                  |                      |                                                                                                                                                               |                     |  |
| TRADE-IN                                                   | YEAR                 |              | MAKE                |                        | MODEL               |                      | COLOR            |                      | <u>\$6599 Trade In</u><br><u>+ \$5825.77 Acc.</u><br><u>+ \$850 Labor</u><br><u>\$13274.77</u>                                                                |                     |  |
|                                                            | ODOMETER             |              |                     |                        | #CYLS               |                      |                  |                      |                                                                                                                                                               |                     |  |
|                                                            | VIN                  |              |                     |                        |                     |                      |                  |                      |                                                                                                                                                               |                     |  |
| STK. # ASSIGNED                                            |                      |              |                     |                        |                     |                      |                  |                      |                                                                                                                                                               |                     |  |
| SALESMAN <u>Friest</u> SIGNED _____                        |                      |              |                     |                        |                     |                      |                  |                      |                                                                                                                                                               |                     |  |
| NAME <u>Fillmore County Highway Dept.</u>                  |                      |              |                     |                        |                     |                      |                  |                      |                                                                                                                                                               |                     |  |
| E-MAIL <u>Darrell Schmitt - Engineer Sup.</u>              |                      |              |                     |                        |                     |                      |                  |                      |                                                                                                                                                               |                     |  |
| ADDRESS <u>dschmitt@co.fillmore.mn.us</u>                  |                      |              |                     |                        |                     |                      |                  |                      |                                                                                                                                                               |                     |  |
| CITY, STATE, ZIP _____                                     |                      |              |                     |                        |                     |                      |                  |                      |                                                                                                                                                               |                     |  |
| PHONE <u>507-765-3854</u> COUNTY _____                     |                      |              |                     |                        |                     |                      |                  |                      |                                                                                                                                                               |                     |  |
| CELL <u>563-380-1001</u> DL# _____ BIRTH DATE _____        |                      |              |                     |                        |                     |                      |                  |                      |                                                                                                                                                               |                     |  |
| NOT VALID UNLESS ACCEPTED BY DEALER OR HIS AGENT           |                      |              |                     |                        |                     |                      |                  |                      |                                                                                                                                                               |                     |  |

NOT VALID UNLESS ACCEPTED BY  
DEALER OR HIS AGENT

## Podein Equipment

2021 Polaris Ranger XP1000 82HP WHITE/BLEUE/BURGUNDY

|                                          |                  |
|------------------------------------------|------------------|
|                                          | 16,599.00        |
| 2889030 K-ACCY, WNSHLD, LNR GII UPD      | 656.99           |
| 2879013 Lock&Ride Pro Fit Glass          | 350.99           |
| 2882912 K-ACCY ROOF POLY PREM,ZS         | 467.99           |
| 2882561 K-ACCY DOOR FULL CRANK ZS        | 2,384.99         |
| 2884141 K-ACCY LIFT CARGO BOX            | 557.99           |
| 2882870-632 K-PANEL DOOR ACCENT          | 27.89            |
| 2883974 K-ACCY WIPER GEN2 RGR            | 467.99           |
| 2879969 K-MIRROR RRVW CAB RGT            | 58.49            |
| 7202 RM TURN SIGNAL HORN KIT             | 404.99           |
| CCWPPC POLARIS PULSE CONNECTOR           | 24.29            |
| 2882714 HD WINCH 4500LBS                 | 557.99           |
| 2882753 8 VENT HEATER AND DEFROST SYSTEM | 1,000.00         |
| TOTAL                                    | <u>23,559.59</u> |

2016 RANGER XP900EPS W/CAB (9,500.00)

TOTAL WITH TRADE \$14,059.59

If no power steering trade in value (\$8,500)





**RESOLUTION**

**FILLMORE COUNTY BOARD OF COMMISSIONERS  
Preston, Minnesota 55965**

Date March 2, 2021 Resolution No. 2021-xxx  
Motion by \_\_\_\_\_  
Commissioner \_\_\_\_\_ Second by Commissioner \_\_\_\_\_

**WHEREAS, Croell Redi-Mix**, has in all things completed **SP 23-601-033**, in Spring Valley, Bloomfield and Beaver Townships; and the County Board being fully advised in the premise.

**NOW THEN BE IT RESOLVED:**

That we do hereby accept said completed project for and on behalf of the County of Fillmore and authorize final payment as specified.

Dated at Preston, Minnesota, this 2nd day of March, 2021

Contract Price:       \$       3,516,637.47

Value of Work:       \$       3,716,810.44

**Final Payment:       \$       185,840.53**

\_\_\_\_\_, Chairman of the Board

**VOTING AYE**

Commissioners       Prestby ☐               Dahl ☐               Bakke ☐               Hindt ☐               Lentz ☐

**VOTING NAY**

Commissioners       Prestby ☐               Dahl ☐               Bakke ☐               Hindt ☐               Lentz ☐

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STATE OF MINNESOTA  
COUNTY OF FILLMORE

I, Bobbie Hillery, Administrator of the Fillmore County Board of Commissioners, State of Minnesota, do hereby certify that the foregoing resolution is a true and correct copy of a resolution duly passed at a meeting of the Fillmore County Board of Commissioners held on the 2<sup>nd</sup> day of March 2021.

Witness my hand and official seal at Preston, Minnesota the 2<sup>nd</sup> day of March 2021.

SEAL

Bobbie Hillery, Administrator  
Fillmore County Board of Commissioners



# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 3/2/2021

Amount of time requested (minutes):

5

Dept.: Zoning

Prepared By:

Kristi Ruesink

State item(s) of business with brief analysis. If requesting multiple items, please number each item for clarity. Provide relevant material(s) for documentation. Please note on each item if documentation is needed and attached.

Consent Agenda:

Documentation  
(Yes/No):

Regular Agenda:

Documentation  
(Yes/No):

Consider resolution for Conditional Use Permit application for a Campground by Timothy Lawstuen, Fountain Township

YES

Consider resolution for a Conditional Use Permit application for a Farm Winery by Kevin & Bryan Logue, Fountain Township

YES

Consider resolution for a Conditional Use Permit application for an Ag Tourism Business by Justin & Pamela Brown, Arendahl Township

YES

All requests for County Board agenda must be in the Coordinator's office **No later than noon Wednesday prior to the Board date.** Items received after this time **will** not be placed on the Board agenda. All requests should be sent to: [bvickerman@co.fillmore.mn.us](mailto:bvickerman@co.fillmore.mn.us); [koman@co.fillmore.mn.us](mailto:koman@co.fillmore.mn.us) and [kruesink@co.fillmore.mn.us](mailto:kruesink@co.fillmore.mn.us)

**RESOLUTION**

**FILLMORE COUNTY BOARD OF COMMISSIONERS  
Preston, Minnesota 55965**

Date March 2, 2021 Resolution No. 2021-XXX

Motion by Commissioner \_\_\_\_\_ Second by Commissioner \_\_\_\_\_

**WHEREAS;** Timothy Lawstuen of 30622 County 11, Chatfield MN 55923 has petitioned for a Conditional Use Permit for a 7-site Campground on his property located in SW ¼ of the SE ¼ Section 4 Fountain Township; and

**WHEREAS;** the Fillmore County Planning Commission has taken testimony on this petition at a Public Hearing held on February 18, 2021; and

**WHEREAS;** the Fillmore County Planning Commission has voted unanimously to recommend that this petition be approved.

**NOW THEREFORE BE IT RESOLVED;** that the Fillmore County Board of Commissioners hereby issue to Timothy Lawstuen of 30622 County 11, Chatfield, MN 55923 a Conditional Use Permit for a 7-site Campground on his property, located in SW ¼ of the SE ¼ in Section 4 in Fountain Township.

**VOTING AYE**  
Commissioners

Dahl ☐

Lentz ☐

Bakke ☐

Hindt ☐

Prestby ☐

**VOTING NAY**  
Commissioners

Dahl ☐

Lentz ☐

Bakke ☐

Hindt ☐

Prestby ☐

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STATE OF MINNESOTA  
COUNTY OF FILLMORE

I, Bobbie Hillery, Clerk of the Fillmore County Board of Commissioners, State of Minnesota, do hereby certify that the foregoing resolution is a true and correct copy of a resolution duly passed at a meeting of the Fillmore County Board of Commissioners held on the 2<sup>nd</sup> day of March, 2021.

Witness my hand and official seal at Preston, Minnesota the 2<sup>nd</sup> day of March, 2021.

SEAL

Bobbie Hillery, Administrator/Clerk  
Fillmore County Board of Commissioners

# FILLMORE COUNTY PLANNING COMMISSION

## Criteria for Granting Conditional Use Permits

In the matter of the Timothy Lawstuen Conditional Use Permit

Date: February 18, 2021

1. The use will not create an excessive burden on existing parks, schools, streets and other public facilities and utilities that serve or are proposed to serve the area.

**The Fillmore County Planning Commission finds that:**

This Campground is private and will not put a burden on streets or other public facilities.

2. The use will be sufficiently compatible or separated by distance or screening from adjacent agricultural or residentially zoned or used land so that existing properties will not be depreciated in value and there will be no deterrence to the development of vacant land.

**The Fillmore County Planning Commission finds that:**

The use is compatible with other uses in the area and is permissible by Conditional Use in the Ag District.

3. The structure and site shall have an appearance that will not have an adverse effect upon adjacent properties.

**The Fillmore County Planning Commission finds that:**

This Campground meets all setbacks and will not adversely affect adjacent properties.

4. The use in the opinion of the Planning Commission Board is reasonably related to the overall needs of the County and to the existing land use.

**The Fillmore County Planning Commission finds that:**

This Campground does meet a need in the County for recreation.

5. The use is consistent with the purpose of the Zoning Ordinance and the purposes of the zoning district in which the applicant intends to locate the proposed use.

**The Fillmore County Planning Commission finds that:**

The construction of this Campground is consistent with the Zoning Ordinance.

6. The proposed use will not cause traffic hazard or congestion.

**The Fillmore County Planning Commission finds that:**

This Campground is not open for public use and will not cause a traffic hazard or congestion.

7. Existing businesses nearby will not be adversely affected because of curtailment of customer trade brought about by intrusion of noise, glare, vibration or other nuisance.

**The Fillmore County Planning Commission finds that:**

The facility will not adversely affect nearby neighbors and there are no nearby businesses.

8. Adequate utilities, access roads, drainage and necessary facilities have been or will be provided.

**The Fillmore County Planning Commission finds that:**

The owner has complied with these conditions.

9. If the Conditional Use is for a use within the shore land area of public water, an evaluation of the water body and the topographic, vegetative, and soils conditions on the site must be made to ensure:

- a. the prevention of soil erosion and other possible pollution of public waters, both during and after construction; and
- b. the visibility of structures and other facilities as viewed from public waters is limited; and
- c. the site is adequate for water supply and onsite sewage treatment.

**The Fillmore County Planning Commission finds that:**

This Campground is not in a Shore land area.

10. No Conditional Use Permit shall be granted if such permit may have the potential for significant effect to:

- a. the environment; or
- b. the protection of the public health, safety, comfort, convenience, and general welfare of the public; or

- c. the County's promotion of the orderly development and/or maintenance of agricultural, residential, and public areas; or
- d. the compatibility of different land uses and the most appropriate use of land throughout the county; or
- e. the value of property.

**The Fillmore County Planning Commission finds that:**

This Campground will not have an adverse effect on the environment. It will protect the public, provide for orderly development, be compatible with different land uses in the area and will not affect the value of property in the area.

11. Other Matters Considered:

**The Fillmore County Planning Commission finds that:**

The following conditions and restrictions may be considered for a Conditional Use Permit.

- 1) Increasing the required lot size or yard dimensions.
- 2) Limiting the height, size or location of buildings.
- 3) Controlling the location and number of vehicle access point.
- 4) Increasing the street width.
- 5) Increasing the number of required off-street parking spaces.
- 6) Limiting the number, size, location or lighting of signs.
- 7) Requiring diking, fencing, screening, landscaping, or other facilities to protect adjacent or nearby property.
- 8) Designating sites for open space.
- 9) Increasing setbacks from the ordinary high water mark.
- 10) Limitations on the natural vegetation to be removed or the requirement that additional vegetation be planted.

**The Fillmore County Planning Commission finds that:**

Based on the findings above, the Fillmore County Planning Commission hereby votes to recommend approval of the Conditional Use Permit as submitted by Timothy Lawstuen.

**RESOLUTION**

**FILLMORE COUNTY BOARD OF COMMISSIONERS  
Preston, Minnesota 55965**

Date March 2, 2021 Resolution No. 2021-XXX

Motion by Commissioner \_\_\_\_\_ Second by Commissioner \_\_\_\_\_

**WHEREAS;** Kevin and Bryan Logue of 23661 County Rd 8, Fountain, MN 55935 have petitioned for a Conditional Use Permit for a Farm Winery on property owned by Kevin Logue, located in SW ¼ of the SE ¼ Section 5, Fountain Township; and

**WHEREAS;** the Fillmore County Planning Commission has taken testimony on this petition at a Public Hearing held on February 18, 2021; and

**WHEREAS;** the Fillmore County Planning Commission has voted unanimously to recommend that this petition be approved with the following condition:

1. Activities allowed will only be those outlined in section 737.03 of the County Zoning Ordinance:

***737.03 - Farm Winery Uses***

- 1. Aging, processing and storage of wine in bulk.*
- 2. Bottling, storage, and wholesaling of bottled wine.*
- 3. Crushing of grapes inside and/or outside a structure.*
- 4. Displays, in compliance with the Fillmore County Sign Ordinance.*
- 5. Indoor/Outdoor Live Music.*
- 6. Wine making classes.*
- 7. Office use associated with the winery.*
- 8. Tours.*
- 9. Retail sale of glassware, wine literature and accessories, apparel, cheese and cheese spreads, other wine related food items (fruit, olives, etc.), and items directly related to wine.*
- 10. Retail sale (on-sale or off-sale) of wine fermented and bottled in Fillmore County.*

**NOW THEREFORE BE IT RESOLVED;** that the Fillmore County Board of Commissioners hereby issue to Kevin and Bryan Logue of 23661 County Rd 8, Fountain, MN 55935 a Conditional Use Permit for a Farm Winery on property owned by Kevin Logue, located in SW ¼ of the SE ¼ Section 5, Fountain Township.

**VOTING AYE**

Commissioners      Dahl ☐      Lentz ☐      Bakke ☐      Hindt ☐      Prestby ☐

**VOTING NAY**

Commissioners      Dahl ☐      Lentz ☐      Bakke ☐      Hindt ☐      Prestby ☐

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STATE OF MINNESOTA  
COUNTY OF FILLMORE

I, Bobbie Hillery, Clerk of the Fillmore County Board of Commissioners, State of Minnesota, do hereby certify that the foregoing resolution is a true and correct copy of a resolution duly passed at a meeting of the Fillmore County Board of Commissioners held on the 2<sup>nd</sup> day of March, 2021.

Witness my hand and official seal at Preston, Minnesota the 2<sup>nd</sup> day of March, 2021.

SEAL

Bobbie Hillery, Administrator/Clerk  
Fillmore County Board of Commissioners

**FILLMORE COUNTY PLANNING COMMISSION**  
Criteria for Granting Conditional Use Permits

In the matter of the Kevin & Bryan Logue Farm Winery Conditional Use Permit

Date: February 18, 2021

1. The use will not create an excessive burden on existing parks, schools, streets and other public facilities and utilities that serve or are proposed to serve the area.

**The Fillmore County Planning Commission finds that:**

This Farm Winery will provide off-road parking and will not put a burden on streets or other public facilities.

2. The use will be sufficiently compatible or separated by distance or screening from adjacent agricultural or residentially zoned or used land so that existing properties will not be depreciated in value and there will be no deterrence to the development of vacant land.

**The Fillmore County Planning Commission finds that:**

The use is compatible with other uses in the area and is permissible by Conditional Use in the Ag District.

3. The structure and site shall have an appearance that will not have an adverse effect upon adjacent properties.

**The Fillmore County Planning Commission finds that:**

This Farm Winery meets all setbacks and will not adversely affect adjacent properties.

4. The use in the opinion of the Planning Commission Board is reasonably related to the overall needs of the County and to the existing land use.

**The Fillmore County Planning Commission finds that:**

This Farm Winery does meet a need in the County.

5. The use is consistent with the purpose of the Zoning Ordinance and the purposes of the zoning district in which the applicant intends to locate the proposed use.

**The Fillmore County Planning Commission finds that:**

The construction of this Farm Winery is consistent with the Zoning Ordinance.

6. The proposed use will not cause traffic hazard or congestion.

**The Fillmore County Planning Commission finds that:**

This Farm Winery will not cause a traffic hazard or congestion.

7. Existing businesses nearby will not be adversely affected because of curtailment of customer trade brought about by intrusion of noise, glare, vibration or other nuisance.

**The Fillmore County Planning Commission finds that:**

The facility will not adversely affect nearby neighbors and there are no nearby businesses.

8. Adequate utilities, access roads, drainage and necessary facilities have been or will be provided.

**The Fillmore County Planning Commission finds that:**

The owner has complied with these conditions.

9. If the Conditional Use is for a use within the shore land area of public water, an evaluation of the water body and the topographic, vegetative, and soils conditions on the site must be made to ensure:

- a. the prevention of soil erosion and other possible pollution of public waters, both during and after construction; and
- b. the visibility of structures and other facilities as viewed from public waters is limited; and
- c. the site is adequate for water supply and onsite sewage treatment.

**The Fillmore County Planning Commission finds that:**

This Farm Winery is not in a Shore land area.

10. No Conditional Use Permit shall be granted if such permit may have the potential for significant effect to:

- a. the environment; or



- b. the protection of the public health, safety, comfort, convenience, and general welfare of the public; or
- c. the County's promotion of the orderly development and/or maintenance of agricultural, residential, and public areas; or
- d. the compatibility of different land uses and the most appropriate use of land throughout the county; or
- e. the value of property.

**The Fillmore County Planning Commission finds that:**

This Farm Winery will not have an adverse effect on the environment. It will protect the public, provide for orderly development, be compatible with different land uses in the area and will not affect the value of property in the area.

**11. Other Matters Considered:**

**The Fillmore County Planning Commission finds that:**

The following conditions and restrictions may be considered for a Conditional Use Permit.

- 1) Increasing the required lot size or yard dimensions.
- 2) Limiting the height, size or location of buildings.
- 3) Controlling the location and number of vehicle access point.
- 4) Increasing the street width.
- 5) Increasing the number of required off-street parking spaces.
- 6) Limiting the number, size, location or lighting of signs.
- 7) Requiring diking, fencing, screening, landscaping, or other facilities to protect adjacent or nearby property.
- 8) Designating sites for open space.
- 9) Increasing setbacks from the ordinary high water mark.
- 10) Limitations on the natural vegetation to be removed or the requirement that additional vegetation be planted.

**The Fillmore County Planning Commission finds that:**

Based on the findings above, the Fillmore County Planning Commission hereby votes to recommend approval of the Conditional Use Permit as submitted by Kevin & Bryan with the following conditions:

- 1. Activities allowed will only be those outlined in section 737.03 of the County Zoning Ordinance:

***737.03 - Farm Winery Uses***

- 1. Aging, processing and storage of wine in bulk.*
- 2. Bottling, storage, and wholesaling of bottled wine.*
- 3. Crushing of grapes inside and/or outside a structure.*
- 4. Displays, in compliance with the Fillmore County Sign Ordinance.*
- 5. Indoor/Outdoor Live Music.*
- 6. Wine making classes.*
- 7. Office use associated with the winery.*
- 8. Tours.*
- 9. Retail sale of glassware, wine literature and accessories, apparel, cheese and cheese spreads, other wine related food items (fruit, olives, etc.), and items directly related to wine.*
- 10. Retail sale (on-sale or off-sale) of wine fermented and bottled in Fillmore County.*

**RESOLUTION**

**FILLMORE COUNTY BOARD OF COMMISSIONERS  
Preston, Minnesota 55965**

Date March 2, 2021 Resolution No. 2021-XXX

Motion by Commissioner \_\_\_\_\_ Second by Commissioner \_\_\_\_\_

**WHEREAS;** Justin and Pam Brown of 32060 Furrow Road, Lanesboro, MN 55949 have petitioned for a Conditional Use Permit for an Agricultural Tourism Business on property owned by Keith and Anita Brown, located in the E ½ of the NE ¼ Section 17, Arendahl Township; and

**WHEREAS;** the Fillmore County Planning Commission has taken testimony on this petition at a Public Hearing held on February 18, 2021; and

**WHEREAS;** the Fillmore County Planning Commission has voted unanimously to recommend that this petition be approved.

**NOW THEREFORE BE IT RESOLVED;** that the Fillmore County Board of Commissioners hereby issue to Justin and Pam Brown of 32060 Furrow Road, Lanesboro, MN 55949 a Conditional Use Permit for an Agricultural Tourism Business on property owned by Keith and Anita Brown, located in the E ½ of the NE ¼ Section 17, Arendahl Township.

**VOTING AYE**

Commissioners      Dahl ☐      Lentz ☐      Bakke ☐      Hindt ☐      Prestby ☐

**VOTING NAY**

Commissioners      Dahl ☐      Lentz ☐      Bakke ☐      Hindt ☐      Prestby ☐

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STATE OF MINNESOTA  
COUNTY OF FILLMORE

I, Bobbie Hillery, Clerk of the Fillmore County Board of Commissioners, State of Minnesota, do hereby certify that the foregoing resolution is a true and correct copy of a resolution duly passed at a meeting of the Fillmore County Board of Commissioners held on the 2<sup>nd</sup> day of March, 2021.

Witness my hand and official seal at Preston, Minnesota the 2<sup>nd</sup> day of March, 2021.

SEAL

Bobbie Hillery, Administrator/Clerk  
Fillmore County Board of Commissioners

## FILLMORE COUNTY PLANNING COMMISSION

### Criteria for Granting Conditional Use Permits

In the matter of the Justin & Pam Brown Conditional Use Permit

Date: February 18, 2021

1. The use will not create an excessive burden on existing parks, schools, streets and other public facilities and utilities that serve or are proposed to serve the area.

**The Fillmore County Planning Commission finds that:**

This Agricultural Tourism Business will not put a burden on streets or other public facilities.

2. The use will be sufficiently compatible or separated by distance or screening from adjacent agricultural or residentially zoned or used land so that existing properties will not be depreciated in value and there will be no deterrence to the development of vacant land.

**The Fillmore County Planning Commission finds that:**

The use is compatible with other uses in the area and is permissible by Conditional Use in the Ag District.

3. The structure and site shall have an appearance that will not have an adverse effect upon adjacent properties.

**The Fillmore County Planning Commission finds that:**

This Agricultural Tourism Business meets all setbacks and will not adversely affect adjacent properties.

4. The use in the opinion of the Planning Commission Board is reasonably related to the overall needs of the County and to the existing land use.

**The Fillmore County Planning Commission finds that:**

This Agricultural Tourism Business does meet a need in the County for recreation.

5. The use is consistent with the purpose of the Zoning Ordinance and the purposes of the zoning district in which the applicant intends to locate the proposed use.

**The Fillmore County Planning Commission finds that:**

This Agricultural Tourism Business is consistent with the Zoning Ordinance.

6. The proposed use will not cause traffic hazard or congestion.

**The Fillmore County Planning Commission finds that:**

This Agricultural Tourism Business will provide off-road parking and will not cause a traffic hazard or congestion.

7. Existing businesses nearby will not be adversely affected because of curtailment of customer trade brought about by intrusion of noise, glare, vibration or other nuisance.

**The Fillmore County Planning Commission finds that:**

The facility will not adversely affect nearby neighbors and there are no nearby businesses.

8. Adequate utilities, access roads, drainage and necessary facilities have been or will be provided.

**The Fillmore County Planning Commission finds that:**

The owner has complied with these conditions.

9. If the Conditional Use is for a use within the shore land area of public water, an evaluation of the water body and the topographic, vegetative, and soils conditions on the site must be made to ensure:

- a. the prevention of soil erosion and other possible pollution of public waters, both during and after construction; and
- b. the visibility of structures and other facilities as viewed from public waters is limited; and
- c. the site is adequate for water supply and onsite sewage treatment.

**The Fillmore County Planning Commission finds that:**

This Agricultural Tourism Business is not in a Shore land area.

10. No Conditional Use Permit shall be granted if such permit may have the potential for significant effect to:

- a. the environment; or
- b. the protection of the public health, safety, comfort, convenience, and general welfare of the public; or
- c. the County's promotion of the orderly development and/or maintenance of agricultural, residential, and public areas; or
- d. the compatibility of different land uses and the most appropriate use of land throughout the county; or
- e. the value of property.

**The Fillmore County Planning Commission finds that:**

This Agricultural Tourism Business will not have an adverse effect on the environment. It will protect the public, provide for orderly development, be compatible with different land uses in the area and will not affect the value of property in the area.

11. Other Matters Considered:

**The Fillmore County Planning Commission finds that:**

The following conditions and restrictions may be considered for a Conditional Use Permit.

- 1) Increasing the required lot size or yard dimensions.
- 2) Limiting the height, size or location of buildings.
- 3) Controlling the location and number of vehicle access point.
- 4) Increasing the street width.
- 5) Increasing the number of required off-street parking spaces.
- 6) Limiting the number, size, location or lighting of signs.
- 7) Requiring diking, fencing, screening, landscaping, or other facilities to protect adjacent or nearby property.
- 8) Designating sites for open space.
- 9) Increasing setbacks from the ordinary high water mark.
- 10) Limitations on the natural vegetation to be removed or the requirement that additional vegetation be planted.

**The Fillmore County Planning Commission finds that:**

Based on the findings above, the Fillmore County Planning Commission hereby votes to recommend approval of the Conditional Use Permit as submitted by Justin & Pam Brown.

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 3/2/2021

Amount of time requested (minutes):

5

Dept.: Administration

Prepared By: Kristina Kohn

State item(s) of business with brief analysis. If requesting multiple items, please number each item for clarity. Provide relevant material(s) for documentation. Please note on each item if documentation is needed and attached.

## Consent Agenda:

## Regular Agenda:

## Documentation

1. Request to hire Accounting Technician in the Administration Department effective 3/8/21 as requested by the Administrator and recommended by the Hiring Committee
  - a. [REDACTED]
  - b. Grade 7/Step 1
  - c. [REDACTED]
2. Request to hire replacement Accounting Technician in the Administration Department effective 4/5/21 as requested by the Administrator and recommended by the Hiring Committee
  - a. [REDACTED]
  - b. Grade 7/Step 1
  - c. [REDACTED]
3. Request to hire replacement Transfer Station Attendant in Sanitation effective 3/17/21 as requested by the Solid Waste Administrator and recommended by the Hiring Committee  
No
  - a. [REDACTED]
  - b. Grade 6/Step 1
  - c. [REDACTED]
4. Request to hire replacement Facilities Maintenance Worker in Building Maintenance effective 3/17/21 as requested by the Building Maintenance Supervisor and recommended by the Hiring Committee
  - a. [REDACTED]
  - b. Grade 6/Step 1
  - c. [REDACTED]
5. Request for reaffirmation with no recommended changes to Family and Medical Leave policy  
Yes
6. First reading of draft changes to Holidays policy  
Yes

All requests for County Board agenda must be in the Administrator's office **No later than noon Thursday prior to the Board date**. Items received after this time **will not** be placed on the Board agenda. All requests should be sent to: [bhillery@co.fillmore.mn.us](mailto:bhillery@co.fillmore.mn.us); [koman@co.fillmore.mn.us](mailto:koman@co.fillmore.mn.us); and [kruesink@co.fillmore.mn.us](mailto:kruesink@co.fillmore.mn.us)

Policy Statement

The County's family and medical leave (FMLA) policy is intended to provide employees non-compensated time away from work as an option and/or in conjunction with paid time off for a non-work related serious health problem or major life event for them or their immediate family as defined below.

A. Leave Entitlement

In accordance with the federal Family and Medical Leave Act (FMLA) an eligible employee shall be entitled to a total of 12 weeks (or 26 workweeks, as appropriate) of non-compensated absence in any 12-month period for family and medical leave for one or more of the following reasons:

- a. Because of the birth of a son or daughter of the employee and in order to care for such son or daughter.
- b. Because of the placement of a son or daughter with the employee for adoption or foster care.
- c. In order to care for the spouse, or a son, daughter, or parent, of the employee, if such spouse, son, daughter, or parent has a serious health condition.
- d. Because of a serious health condition that makes the employee unable to perform the functions of the position of such employee.
- e. Because of care needed for a spouse, son, daughter, or parent who is a recovering service member. A recovering service member is defined as a member of the Armed Forces who suffered an injury or illness while on active duty that may render a person unable to perform the duties of the member's office, grade, rank, or rating. A total of 26 weeks of FMLA leave is provided in such an instance.
- f. Because of a qualifying exigency arising for employee's spouse, son, daughter, or parent (i.e.: the "service member") on active duty or impending active duty. Examples of qualifying exigencies include certain military events, arranging or providing alternate child care or school, addressing certain financial and legal arrangements, addressing issues arising from short-notice deployment, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Entitlement to FMLA for the birth or placement of a child expires 12 months after the birth or placement of the child. Family and medical leave shall be taken simultaneously with any leave permitted under the Minnesota Parenting Leave Act.

A. Eligibility

- a. Employees who have worked for Fillmore County for at least 1 year AND
- b. Employees who have worked at least 1040 hours in the previous 12 months.
- c. Upon notification, employees will receive forms from the Human Resources Officer to document eligibility and use of FMLA. Completed forms must be submitted prior to a request for Board approval.

- d. No FMLA hours can be accrued.

C. Usage

- a. The County requires an employee to utilize any Banked Sick leave accruals toward compensation for the 12 weeks of family and medical leave before reporting unpaid leave. Absences reported as Short Term Disability or Workers Compensation shall count toward the 12 weeks of FMLA leave.
- b. The employee may take FMLA leave in 12 consecutive weeks, intermittently (a day periodically) or under certain circumstances may use leave to reduce the work day or work week. In all cases, the leave may not exceed a total of 12 weeks (480 hours), or 26 work weeks (1040 hours) as appropriate over a 12 month period.
  - 1. Medical justification indicating why the leave can best be accomplished through an intermittent or reduced leave schedule is required.
  - 2. When an employee is taking intermittent leave or leave on a reduced schedule, the employee must attempt to work out a schedule with the supervisor which meets the employee's needs and does not unduly disrupt the operations of Fillmore County, subject to the approval of the health care provider.
- c. Failure to return to work at the end of the leave period may be treated as a resignation unless an extension has been agreed upon and approved by the Board. Special circumstances that require an employee to be absent without pay beyond 12 weeks of FMLA and up to a maximum of six (6) months require documentation and approval by the Department Head and the Fillmore County Board of Commissioners.
- d. An employee returning from FMLA for more than 12 weeks must notify their department head within two (2) weeks prior to their return. The employee may be required to provide a statement from a physician indicating that the employee is able to return to work.

D. Medical Verification

Employees requesting FMLA must furnish documentation that their request qualifies for this type of leave. This professional documentation should include appropriate medical facts about the condition and work limitations. Anticipated leave dates must be submitted with requests for family and medical leave. Employee will be given forms which must be completed by the employee and medical provider and returned to the County.

E. Employee Status & Benefits During Leave

- 1. While employees are on approved FMLA, Fillmore County will pay its share of health care premiums for eligible employees. Employees are responsible for timely payment of the remainder of all monthly premiums.
- 2. Paid Time Off (PTO) benefits shall not accrue during periods of unpaid leave.

F. Misuse of Family and Medical Leave

Claiming absence due to FMLA for reasons other than policy guidelines may be cause for disciplinary action, including cancellation of banked sick leave benefits, suspension, demotion or termination.

G. Notification of Family and Medical Leave

Notice of intent to take FMLA should be given in writing to Department Head thirty (30) days in advance. If not possible, written notice should be given as early as possible when the leave is needed. Failure to make

diligent effort to give such notice may result in payroll deduction for absent time.

In all circumstances it is the employer's responsibility to designate leave, paid or unpaid, as FMLA-qualifying, and to give notice of the designation to the employee as provided in this section. In the case of intermittent leave or leave on a reduced schedule, only one such notice is required unless the circumstances regarding the leave have changed.

H. Employment Security

Upon return from FMLA, Fillmore County will make every effort to restore said employees to their original or equivalent positions with equivalent pay and benefits. Anniversary dates will not be adjusted following periods of FMLA.



Policy Statement

It is customary to allow employees to observe certain national holidays by granting days off from regular duties with appropriate pay.

A. Paid Holidays

Fillmore County provides ten and one-half paid holidays each year for all regular full-time employees not subject to a collective bargaining agreement. The County, with the exception of the Sheriff's department, is officially closed on the following days:

|                        |                                              |
|------------------------|----------------------------------------------|
| New Year's Day         | January 1                                    |
| Martin Luther King Day | Third Monday in January                      |
| President's Day        | Third Monday in February                     |
| Memorial Day           | Last Monday in May                           |
| Independence Day       | July 4                                       |
| Labor Day              | First Monday in September                    |
| Veteran's Day          | November 11                                  |
| Thanksgiving Day       | Fourth Thursday in November                  |
| Day after Thanksgiving | Friday after Thanksgiving                    |
| Christmas Eve Day      | December 24 (4 hour Holiday) Mon- Thurs only |
| Christmas Day          | December 25                                  |

B. Holidays Falling on Non-Work Days

If these holidays (excluding Christmas Eve Day) fall on Saturday, the preceding Friday will be a holiday; holidays falling on Sunday shall be observed on the following Monday.

C. Holiday Eligibility

Employees must work the scheduled day before a holiday and the first scheduled working day following the holiday to be eligible for holiday pay unless time off on these days has been excused with pay (e.g. paid time off). Only regular full-time employees are eligible for full holiday pay. A holiday is an eight (8) hour day with the exception of Christmas Eve Day which is four (4) hours. Holiday pay will not be paid retroactively for part-time employees who become regular full-time employees.

D. Working on Holidays

Scheduled work on holidays is discouraged, except in the interest of public safety or when necessary to maintain operations. Regular full-time employees who are scheduled to work on a recognized holiday shall receive their holiday pay plus compensatory time off for hours worked.

E. Holiday During Paid Time Off (PTO)

If a designated holiday falls within an employee's scheduled PTO period, the employee shall not be charged PTO on the day of the holiday observance.

F. Religious Holidays

Employees may take religious holidays not designated as a County holiday without pay or by use of PTO. Prior approval in advance must be obtained from the employee's department head.

G. Eligible Part-time and Intermittent Employee Holidays

Each ~~January~~~~November~~, a full-time employee equivalency (FTE) percentage will be determined for each eligible part-time employee not subject to a collective bargaining agreement.

1. The FTE will be based on the average number of hours per week worked for the previous year.
2. Prorated holiday benefits for the above listed holidays will only be offered to regular part-time employees working 20 or more hours per week.
3. Hourly part-time employees must enter holiday hours on appropriate time voucher.

## RESOLUTION

### FILLMORE COUNTY BOARD OF COMMISSIONERS Preston, Minnesota 55965

Date March 2, 2021 Resolution No. 2021-xxx  
Motion by Commissioner \_\_\_\_\_ Second by Commissioner \_\_\_\_\_

#### **Resolution Extending the Declaration of a State Of Emergency – COVID-19**

**WHEREAS**, On March 13, 2020, Minnesota Governor Tim Walz declared a peacetime state of emergency pursuant to the issuance of Executive Order 20-01 due to the worldwide spread of COVID-19, also referred to as the Coronavirus; and

**WHEREAS**, the health and safety of Fillmore County staff and the entire community continues to be a priority for Fillmore County. Our Fillmore County Public Health Department continues to lead the response to COVID-19 in Fillmore County, in cooperation with state and federal officials.

**WHEREAS**, the Fillmore County Board of Commissioners declared Fillmore County in a **STATE OF EMERGENCY** by resolution 2020-011 for continuing operations from the COVID-19, also referred to as the Coronavirus. The Fillmore County Board of Commissioners supports the Continuity of Operations Plan for Fillmore County (COOP) and approved the outlined operations in the “Fillmore County Emergency Declaration for COVID-19” document. The Fillmore County Board of Commissioners supports the County Administrator and Department Heads as they continue to work through the pandemic.

**WHEREAS**, the Fillmore County Board of Commissioners extended the declaration by resolution 2020-012 through May 5, 2020, by resolution 2020-016 through May 26, 2020 by resolution 2020-023 through June 23, 2020, by resolution 2020-027 through July 28, 2020, by resolution 2020-035 through September 1, 2020, by resolution 2020-051 through October 6, 2020, by resolution 2020-059 through November 3, 2020, by resolution 2020-061 through December 1, 2020, by resolution 2020-070 through January 5, 2021, by resolution 2021-001 through February 2, 2021, and by resolution 2021-007 through March 2, 2021.

**WHEREAS**, the Fillmore County Board has allowed public access to the facilities since June 1<sup>st</sup>, 2020 with further safety precautions implemented such as 6 foot distancing markers, spit guards, hand sanitizing station at entrance of buildings that are accessed by the public and regular sanitation of common areas.

**WHEREAS**, Fillmore County Board meetings and committee meetings may be held according to current State of Minnesota provided COVID-19 guidelines. Each Committee meeting structure can be determined by the Department Head and/or Commissioner of that committee with the intent to provide the option for electronic participation.

**NOW, THEREFORE, BE IT RESOLVED**, that the Fillmore County Board of Commissioners declare Fillmore County in a **STATE OF EMERGENCY** for continuing operations from the COVID-19, and extend this emergency declaration through April 6, 2021.

**VOTING AYE**

Commissioners

Dahl ☐

Lentz ☐

Bakke ☐

Hindt ☐

Prestby ☐

**VOTING NAY**

Commissioners

Dahl ☐

Lentz ☐

Bakke ☐

Hindt ☐

Prestby ☐

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STATE OF MINNESOTA

COUNTY OF FILLMORE

I, Bobbie Hillery, Clerk of the Fillmore County Board of Commissioners, State of Minnesota, do hereby certify that the foregoing resolution is a true and correct copy of a resolution duly passed at a meeting of the Fillmore County Board of Commissioners held on the 2<sup>nd</sup> day of March 2021.

Witness my hand and official seal at Preston, Minnesota the 2<sup>nd</sup> day of March 2021.

SEAL

Bobbie Hillery, Administrator/Clerk  
Fillmore County Board of Commissioners